

## ***VISION***

*The Transportation Safety Institute's vision is to be the model leader in training and education for the 21<sup>st</sup> century.*



## ***MISSION***

*Our mission is to provide premier worldwide training, products, and/or services for people in the public and private sectors through innovative, state-of-the-art methods and technologies that contribute to the protection of life, property, and the environment.*



## TABLE OF CONTENTS

ABOUT TSI .....	5
What is TSI? .....	5
History .....	5
How TSI Operates .....	5
Milestones/Achievements .....	5
Sponsors/Programs .....	5
Why use TSI? .....	5
Partnerships .....	5
From the Director .....	7
Facilities .....	8
On-Site Training .....	9
Other Training Locations .....	9
For More Information .....	9
TSI Web Site .....	9
Customized Training and Technical Assistance .....	11
Instructors .....	12
Tuition .....	12
Continuing Education Units .....	13
Certificates .....	13
To Register .....	13
AVIATION SAFETY .....	15
Sponsor .....	15
History .....	15
Milestones/Achievements .....	15
HAZARDOUS MATERIALS SAFETY .....	33
Sponsor .....	33
History .....	33
Customers .....	33
Milestones/Achievements .....	33
HIGHWAY SAFETY .....	43
Sponsor .....	43
History .....	43
Customers .....	43
Milestones/Achievements .....	43
PIPELINE SAFETY .....	65
Sponsor .....	65
History .....	65
Customers .....	65
Milestones/Achievements .....	65
SPECIAL PROGRAMS .....	71
Sponsor .....	71
History .....	71
Customers .....	71
Milestones/Achievements .....	71
TRANSIT SAFETY AND SECURITY .....	79
Sponsor .....	79
History .....	79
Customers .....	79
Milestones/Achievements .....	79



## ABOUT TSI

### WHAT IS TSI?

The Transportation Safety Institute (TSI) is a Federal cost recovery agency that develops and conducts worldwide safety, security, and environmental training, products, and/or services for both public and private sectors. The Research and Innovative Technology Administration (RITA) is the Institute's parent organization within the Department of Transportation (DOT).

### HISTORY

TSI was established in 1971 to assist DOT modal administrations accomplish their mission essential training requirements. Since its inception, TSI has expanded its clientele to keep up with the needs of the DOT industry. The Institute offers premier transit, aviation, pipeline, motor carrier, highway safety, hazardous material, and risk management training nationally and internationally. TSI has made major contributions to Federal, state, and local governments and industry to improve transportation safety and security for the traveling public nationally and internationally.

### HOW TSI OPERATES

- Direction and budget oversight provided by the RITA
- Operational and logistical support provided by the Mike Monroney Aeronautical Center
- Funded via reimbursable agreements, tuitions, and fees
- Associate and contract staff (industry experts) are instrumental in delivery and development of the training
- Training conducted at both on-site and off-site locations

### MILESTONES/ACHIEVEMENTS

- Acquired university credit for various courses
- Trained over 24,000 students annually

### SPONSORS/PROGRAMS

- Department of Transportation
  - Office of the Secretary
  - Research and Innovative Technology Administration
  - Federal Transit Administration
  - National Highway Traffic Safety Administration
  - Federal Aviation Administration
- Department of Defense (Navy, Army, Air Force, Marines)
- General Services Administration, Interagency Committee for Aviation Safety
- Transportation Security Administration



### WHY USE TSI?

- Low cost of training
- Training developed with sponsor involvement and customer focused
- Nationally recognized training provider with repeat customers
- State-of-the-art safety, security and environmental training

### PARTNERSHIPS

- American Society of Safety Engineers
- Experimental Aircraft Association
- Central Missouri State University
- World Safety Organization





### FROM THE DIRECTOR

*The salient effort in striving for the goal of safety in transportation involves prudent planning and an effective implementation of programs. Factual knowledge and adaptable skills are basic in teaching safety; however, more essential than these two attributes is the acquiring of a safety mentality - the development of an attitude. Attitudes are not inherent, but develop with time through learning experiences that are critical to a continuous life process as ignorance is only a generation away.*

*Students are exposed to a variety of simulated conditions that assist in the development of the safety attitude which are accompanied with the gain of knowledge and skills adapted to the individual need of each student.*

*To accomplish the goals of the programs, the expertise of all types of personnel are utilized. These people develop an "Esprit De Corps" through loyalty to associates, dedication to work objectives, pursuit of performance excellence, and a sensitivity to individual needs which develops favorable relationships with students and instructors.*

*We look forward to working with you to meet your needs for training and technical assistance.*

A handwritten signature in black ink that reads "Frank B. Tupper". The script is cursive and fluid.

Frank B. Tupper  
Director, Transportation Safety Institute

## FACILITIES

The Institute is located in Oklahoma City at the Mike Monroney Aeronautical Center (MMAC), a large Federal Aviation Administration training and materials facility. Oklahoma City was chosen as the headquarters of TSI because of its central location and because the MMAC was able to provide all necessary training support services to the Institute, such as audio-visual productions, printing, classrooms, space for accident investigation wreckage and mock-ups, etc., as well as administrative services.

Recent growth of TSI requires the use of several buildings for offices, classrooms, and laboratory space. The relative location of each is shown on the map that follows. TSI Headquarters (Main Campus) is in the Multi-Purpose Building at the Aeronautical Center. The South Campus is located in Building 120 in the southwest area of the MMAC property. The North Campus is about 5 miles north, near the student housing area. The West Campus is located in Building 15 in the southwest area of the MMAC property. All four facilities offer classrooms and offices with bright, modern, self-contained learning centers and a full complement of state-of-the-art teaching equipment and models.

Outside training sites are equipped to provide hands-on workshop application to complement classroom instruction. Among these sites are areas for:

- Aircraft wreckage and parts (fixed-wing and rotorcraft) comprise an area of about 40,000 square feet containing a wide variety of specially selected accident samples;
- Pipeline demonstration and corrosion monitoring field, with selected sections of buried pipe for corrosion inducement, detection, and control; and
- A large, open bay, laboratory building for accident investigation exercises involving large wreckage, accident scene layout, and other hands-on activities for specialized training.



**Main Campus**



**South Campus**



**North Campus**



**West Campus**



## **ON-SITE TRAINING**

On-site training is particularly attractive and responsive to the wide range of training sponsors that utilize the Institute as their primary source of safety and security training. Efforts to extend non-resident activities include:

- Train-the-trainer programs with supplies and course materials provided thereafter;
- Tele-video and satellite seminars for regional or nationwide audiences; and
- On-line computer training

## **OTHER TRAINING LOCATIONS**

Non-resident training is provided at locations nationally and internationally. As travel costs have grown, TSI has adopted a training approach tailored to the individual client. Currently 80 percent of TSI's training is conducted at field locations throughout the United States and in some foreign countries.

## **FOR MORE INFORMATION**

For additional information, requests for technical assistance, customized training, or on-site training, contact the appropriate Division listed in the TSI Division Offices section of this publication.

For further general information contact:

**Transportation Safety Institute**  
**P.O. Box 25082**  
**Oklahoma City, OK 73125-0082**  
**Telephone: (405) 954-3153**  
**Toll Free: 1-800-858-2107**  
**Fax: (405) 954-3521**

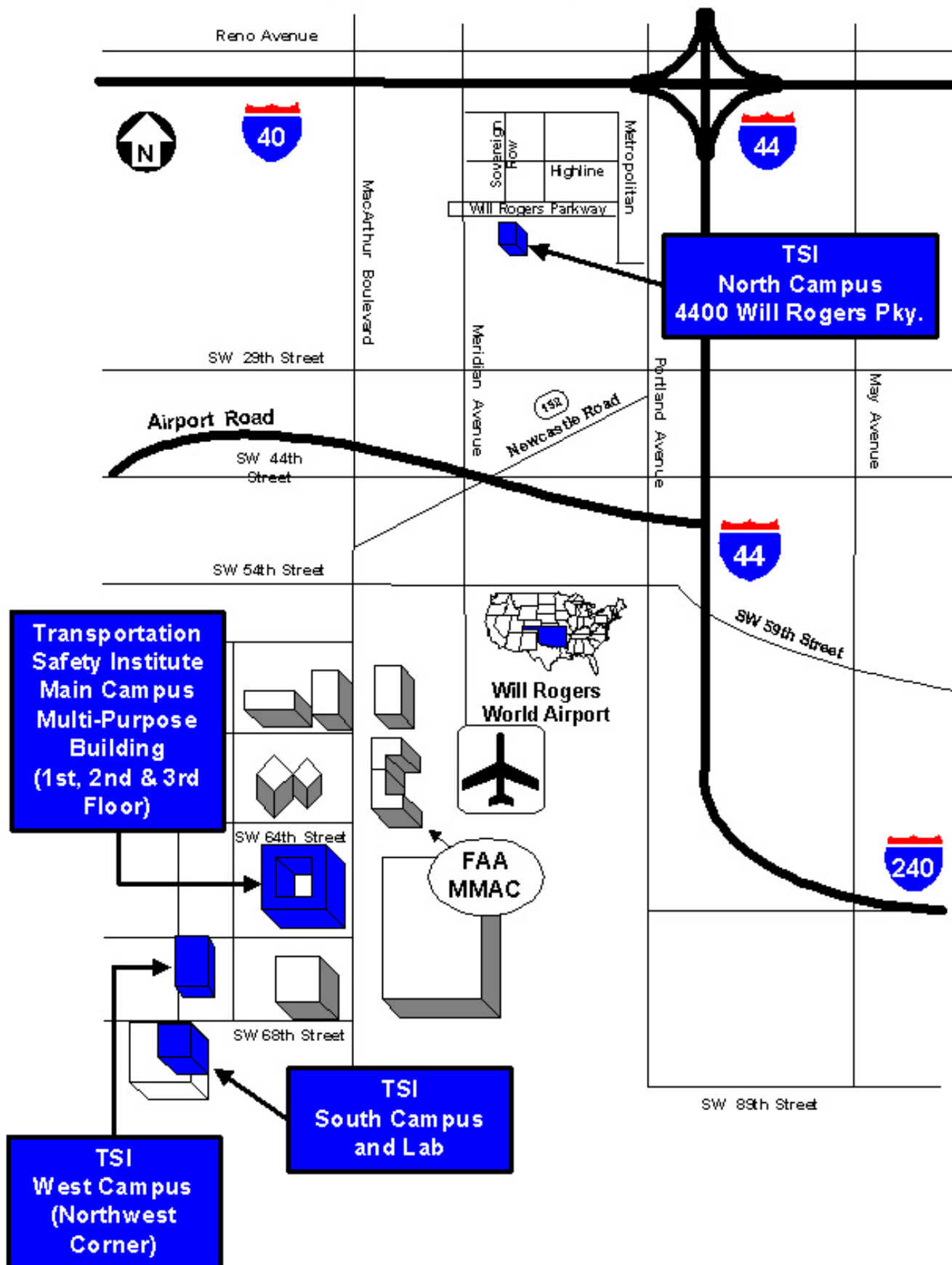
## **TSI WEB SITE**

TSI's World Wide Web site is located at: [www.tsi.dot.gov](http://www.tsi.dot.gov). Information contained in this catalog, class schedules and safety tips for the public can be found at our web site.

TSI offers selected courses on-line. Visit our web site for more information concerning these on-line courses.

# Transportation Safety Institute

## Map of Oklahoma City Area Facilities



## **CUSTOMIZED TRAINING AND TECHNICAL ASSISTANCE**

TSI offers customized training and technical assistance to meet the specific needs of agencies and organizations. A brief description of some of the capabilities of TSI's divisions follows. If your agency or organization has requirements similar to these, contact TSI or the division shown for more information.

The [Aviation Safety Division](#) provides custom tailored training to meet the specific needs of agencies or organizations with aviation safety programs. Technical assistance includes the development and implementation of aviation safety programs and evaluation of these programs through non-threatening audits or surveys.

The [Hazardous Materials Safety Division](#) provides guidance and training to industry and the regulatory community in recognizing the hazardous materials and motor carrier safety regulatory scheme.

The [Highway Safety Division](#) offers assistance in course development; pilot testing of course material; conducting and evaluating training; graphic design and layout of conference materials, training and marketing materials; identification and selection of hardware and software; and personnel training to meet specific training and presentation needs.

The [Pipeline Safety Division](#) provides training and technical assistance to familiarize Federal, state, and industry personnel with requirements of current pipeline safety regulations. Pipeline training can be tailored to meet the needs of a company and its particular operation. Technical assistance includes interpretations and distribution of current Code of Federal Regulations (CFR) publications.

The [Special Programs Division](#) provides risk management education to numerous governmental agencies, military, industry, and international clientele. U. S. DOT Motor Carrier courses and seminars are within the responsibility of the Division.

The [Transit Safety and Security Division](#) offers assistance in evaluation of incidents and safety issues related to the use of compressed natural gas (CNG) and liquefied natural gas (LNG); investigation of transit bus and train incidents; evaluation of industrial safety incidents; special security areas such as bomb threats and explosive incidents; planning and conducting drills for fires, terrorist attacks, and incidents; assistance with developing system safety program plans and security program plans; and customizing training to meet the specific needs of the agency requesting training.

## **INSTRUCTORS**

TSI's reputation for quality and excellence in training is a tribute to our dedicated professional staff. Instructional staff are assigned to specific programs according to their expertise and background experience. While staff members are highly experienced in transportation-related work, they are also skilled teachers and course developers, dedicated to meeting the challenge of providing competency-based, job-related training. They spend many hours preparing classroom and laboratory presentations and providing extra tutorial assistance to students.

Associate Staff are individuals from industry, Federal, state and local governments, including the sponsoring agency, who have technical expertise and the ability to instruct. They assist in the development and conduct of courses at no cost other than the travel and per diem expenses to and from the training site. TSI has "fine tuned" the Associate Staff concept to accomplish its goal to provide the finest quality training possible with minimal cost.

Benefits of Associate Staff participation in training:

- A functional, effective, and an economical means for the Institute to provide current state-of-the-art training while maintaining a small, full-time resident staff.
- Effectively extends the scope and capability of training.
- Exposure and contacts provide a great benefit to Associate Staff, their employers, and TSI. TSI staff and Associate Staff become nationally recognized leaders and experts in their field due to their own experience and the large number of students who recognize and esteem their capabilities.
- Students benefit from the diversity of knowledgeable professionals working on projects, topics, and problems of current significance--often the very people who are responsible for national programs.

The Institute currently has in excess of 480 Associate Staff in its teaching programs, many of whom have been participating for several years.

## **TUITION**

There may be a tuition cost associated with attending some Institute training programs. For additional information, please contact the Division Manager of the specific program of interest.

## **CONTINUING EDUCATION UNITS**

The Transportation Safety Institute has adopted the Continuing Education Unit (CEU) as a measurement of student achievement and to aid students in meeting in-service training requirements that may be imposed by an employer. When notified by a student in training, CEUs will be awarded for course completion and necessary records maintained for that participant.

Administrative guidelines permit one CEU to be awarded for each 10 contact hours (or portion thereof) of satisfactory participation in an organized continuing education or training experience under responsible sponsorship, capable direction, and qualified instruction. The CEU recognizes the value of all higher education and training activities completed by an individual and reflects the amount of time and effort required to do so. The importance and utilization of the CEU concept is gaining increased acceptance as more employers, educators, trainers, and participants become familiar with it. The CEU is an excellent indicator of an individual's conscientiousness and desire for personal enrichment and professional improvement and is helpful in documenting activities for new or higher level positions and responsibilities.

Where appropriate, TSI course completion certificates will state the number of CEUs awarded for student achievement. TSI conducted courses, both resident and non-resident, qualify for the awarding of CEUs. Upon the student's request, a permanent record of course completion(s) is maintained. If it becomes necessary to verify the CEU status of a TSI student, the Institute will provide a transcript of Continuing Education Unit achievement upon request.

## **CERTIFICATES**

Upon satisfactory completion of an appropriate achievement test, project, or demonstration, students are awarded a certificate of completion. Attendees at TSI seminars are provided a certificate of attendance.

## **TO REGISTER**

A contact point is shown at the end of each course and seminar description. Requests for class schedules and enrollment information should be directed to the contact listed for the specific course.



# AVIATION SAFETY

## HOME OF THE NATIONAL AIRCRAFT ACCIDENT INVESTIGATION SCHOOL

### SPONSOR

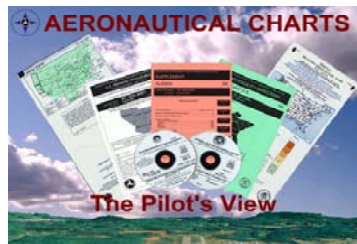
Federal Aviation Administration (FAA)

### HISTORY

The National Aircraft Accident Investigation School and the Aviation Safety Division was established in 1971 to support national program efforts and initiatives of the FAA. The Aircraft Accident Investigation, Flight Procedures, and Aviation Safety training programs promote aviation safety by training accident investigators, flight procedures specialists, international flight inspection pilots and technicians, national aeronautical charting office cartographers, and aviation safety professionals. The Institute supports FAA, Department of Defense, International countries, and the Interagency Committee for Aviation Policy's efforts to reduce death, injury, and property damage caused by aircraft accidents and incidents. The aviation safety program provides accident investigation, flight procedures and aeronautical charting, and aviation safety training to FAA personnel and others within the Federal Government and the aviation industry. The staff maintains a liaison with FAA, National Transportation Safety Board (NTSB), and the aviation industry to keep abreast of technological developments, thus ensuring training materials presented are consistent with advancements. Training includes classroom lectures, workshops, field activities, individual studies, review of FAA policies, working with the news media, accident report writing, and hands-on procedures development. Students are able to examine a wide variety of both certified and experimental type aircraft parts and wreckage, including rotorcraft, which greatly enhance the practical aspects of the training. The division is also the FAA's and aviation industry's primary source for instrument approach procedures, aeronautical charting, and international flight inspection training.



Aircraft Accident Investigation



Introduction to  
Aeronautical Charts



Introduction to  
Flight Procedures

### CUSTOMERS

- Federal Aviation Administration
- National Transportation Safety Board Investigators
- Military (U. S. and Foreign)
- Foreign government and industry representatives
- U.S. industry (aircraft and engine manufacturers)
- Local, state, and Federal agencies

### MILESTONES/ACHIEVEMENTS

- Developed the National Aircraft Accident Investigation School
- Trained approximately 1,800 students per year
- Conducted training in the continental U. S. and worldwide
- Train international students in U. S. flight inspection and flight procedures development



### **Advanced Aircraft Accident Investigation 00003**

This refresher course is designed primarily for Federal Aviation Administration (FAA) personnel responsible for participation in or support of investigations of aircraft accidents and incidents, viz., operations and airworthiness inspectors, aircraft certification office engineers, manufacturing inspectors, and safety program managers. It is also recommended for other Federal agency and industry safety professionals who need fresh ideas and currency in investigation and accident prevention.

The course brings new systems and materials, and advanced technologies to the attention to journeyman-level investigators, managers, and engineers. Advances in state-of-the-art design and construction of aircraft and rotorcraft such as composite materials, cockpit cathode ray tube and heads-up displays, digital avionics, and fire protection technology are included, together with new investigative techniques and procedures. The latest accident investigator information and text materials will also be supplied to each student.

#### **Who Should Attend**

- ✓ FAA aviation safety inspectors and air safety investigators
- ✓ Domestic and foreign aviation inspectors and investigators
- ✓ Domestic and foreign industry inspectors and investigators
- ✓ Domestic and foreign military inspectors and investigators

#### **How You Will Benefit**

- ✓ Keep current in state-of-the-art designs and construction of fixed and rotary wing aircraft
- ✓ Keep current in aircraft accident investigation procedures and techniques

### **What You Will Learn**

- ✓ FAA legal aspects of aircraft accident and incident investigations
- ✓ Forensic pathology procedures and techniques in aircraft accident investigations
- ✓ Air carrier procedures and techniques in aircraft accident investigations
- ✓ Cockpit voice recorder, digital flight data recorder, and digital avionics procedures and techniques in aircraft accident investigations

**CEU's:** 0.0  
**Length:** 3.00 Day(s)  
**Tuition:** \$920.00  
**Contact Number:** (405) 954-3614  
**Prerequisite(s):**

\* Basic Aircraft Accident Investigation





## **Advanced Rotorcraft Accident Investigation**

00009

This course is designed for Federal Aviation Administration (FAA) and Federal agency personnel responsible for investigations of helicopter accidents, as well as engineering support personnel, and safety program managers. This course is also open to industry personnel who may be interested in learning rotorcraft accident investigation techniques. No previous helicopter experience is required. Persons with helicopter experience should attend to gain valuable rotorcraft investigation training. This course will be offered to all other Federal agencies, foreign governments, and industry personnel on a first-come, first-serve basis.

This course teaches operational problems uncovered during helicopter accident investigations. The student will study the latest techniques and procedures in rotorcraft systems operation, performance, airworthiness, crashworthiness, human factors, and specific design deficiencies. Course work includes hands-on training with crash damaged parts, workshops, and a field trip to the bone yard.

This rotorcraft course gives the inspector/investigator an in-depth look at the specifics of advanced rotorcraft accident investigations. The course features presentations by accident investigators from major helicopter manufacturers.

The course is presented on a level that provides advanced rotorcraft accident investigation techniques covering the latest technologies available. This course is open to active aircraft accident investigators only. **No attorneys, insurance representatives, or consultants please.**

## **Who Should Attend**

- ✓ Government and industry aircraft accident investigators, maintenance and engineering personnel, military, and foreign governmental personnel

## **How You Will Benefit**

- ✓ Learn helicopter aerodynamics, operations, and problems
- ✓ Determine modes of failure
- ✓ Identify the latest techniques and procedures in rotorcraft accident investigation
- ✓ Analyze malfunctions, structural considerations, and metallurgical failures
- ✓ Review rotorcraft system operation, performance, airworthiness, and crashworthiness

## **What You Will Learn**

- ✓ Helicopter systems, operations, performance, powerplants, and failure analysis
- ✓ Latest techniques and procedures used in rotorcraft accident investigation

**CEU's:** 0.0  
**Length:** 3.00 Day(s)  
**Tuition:** Call  
**Contact Number:** (405) 954-3614  
**Prerequisite(s):**  
\* Basic Aircraft Accident Investigation

**Aircraft Accident Investigation First Responder Seminar**  
00077

This course will familiarize first responders with the unique hazards associated with an aircraft crash, Federal regulations regarding the investigation of aircraft accidents, evidence collection and preservation requirements, interagency relations, and the investigative process.

**Who Should Attend**

- ✓ Local, county, state law enforcement, firefighters, airport management, emergency medical technician and medical personnel, disaster management personnel, disaster relief agencies, news media

**How You Will Benefit**

- ✓ Examine coordination procedures between ALL agencies involved in a disaster response and the role of each agency in the scenario

**What You Will Learn**

- ✓ On-scene activities, safety on-scene, mutual support, agency responsibilities, evidence preservation

**CEU's:** 0.0  
**Length:** 1.00 Day  
**Tuition:** Call  
**Contact Number:** (405) 954-3614  
**Prerequisite(s):** None

**Airspace System Inspection Pilot/Technician (International) (AVN)**  
00051

This course is designed for international airspace system inspection pilots, and airborne technicians. It includes basic automated and manual methods as outlined in the U. S. Standard Flight Inspection Manual for airborne checking of navigational aids and instrument flight procedures. This is a non-flying course and does not contain instruction on how to operate any specific type of Automated Flight Inspection System (AFIS) equipment.

**Who Should Attend**

- ✓ International airspace system inspection pilots
- ✓ International airspace system inspection technicians

**How You Will Benefit**

- ✓ Apply knowledge acquired in this course to basic U. S. flight inspection procedures

**What You Will Learn**

- ✓ Basic knowledge of U. S. flight inspection procedures

**CEU's:** 0.0  
**Length:** 16.00 Day(s)  
**Tuition:** \$4,792.00  
**Contact Number:** (405) 954-7751  
**Prerequisite(s):** None



### **Aircraft Cabin Safety Investigation 00379**

This course focuses on accident investigations relating to passenger and crew safety within the aircraft cabin. Specific topics to be covered include what to look for in a cabin safety investigation and how to document wreckage and injuries found at the accident scene. A "hands-on" exercise using a Boeing 747 aircraft will be included in the course. Federal Aviation Administration (FAA), National Transportation Safety Board (NTSB), and industry participation in an aircraft accident investigation, including NTSB "party status" will also be examined.

#### **Who Should Attend**

- ✓ FAA cabin safety specialists
- ✓ Airline industry
- ✓ Foreign government investigators
- ✓ Federal agencies cabin safety specialists
- ✓ All accident investigators and safety professionals seeking specific and in-depth knowledge on cabin safety

#### **How You Will Benefit**

- ✓ Participate in a practical exercise in aircraft cabin safety within a Boeing 747 aircraft
- ✓ Collaborate with FAA investigators in a cabin safety investigation
- ✓ Explain effective investigation management techniques that will aid the investigation
- ✓ Document wreckage and injuries found at an accident scene

#### **What You Will Learn**

- ✓ Accident investigations relating to passenger and crew safety within the aircraft cabin
- ✓ Federal Aviation Administration and National Transportation Safety Board regulations
- ✓ "Party Status" when participating in an aircraft accident investigation
- ✓ Investigative techniques and management skills that will aid the investigator at an accident scene

<b>CEU's:</b>	0.0
<b>Length:</b>	2.00 Day(s)
<b>Tuition:</b>	\$350.00
<b>Contact Number:</b>	(405) 954-3614
<b>Prerequisite(s):</b>	None



**Area Navigation (RNAV) Approach  
Construction (Automated) (AVN)  
00055**

Course is designed for those specialists with an understanding of procedure development and a working knowledge of the Instrument Approach Procedures (IAPA) system. This course will enhance the specialist's knowledge and understanding of criteria application as related to RNAV development using FAA Order 8260.50, Federal Aviation Administration (FAA) Order 8260.3B Volume 3, Approach Procedure Construction and FAA Order 8260.38A Training will consist of classroom instruction on applicable criteria and laboratory exercises using the automated IAPA system for procedure development.

**Who Should Attend**

- ✓ FAA procedures specialists familiar with manual and automated (IAPA) procedure development
- ✓ FAA air traffic specialists familiar with basic procedures development
- ✓ Commercial industry personnel familiar with basic flight procedure development

**How You Will Benefit**

- ✓ Construct basic RNAV approaches using FAA Order 8260.48 procedures development criteria

**What You Will Learn**

- ✓ Explain RNAV terminology and criteria
- ✓ Develop an RNAV Instrument Approach with LPV, LNAV, VNAV and LNAV minima

**CEU's:** 0.0  
**Length:** 10.00 Day(s)  
**Tuition:** \$3,028.00  
**Contact Number:** (405) 954-7751

**Prerequisite(s):**

- \* Introduction To Flight Procedures (TERPs) (AVN)
- \* Instrument En Route and Approach Development (International)
- \* Instrument Approach Procedures Automation (IAPA)





### Area Navigation (RNAV) Approach Construction (Manual)

00059

This course will enhance the knowledge and understanding of criteria application as related to RNAV development using Federal Aviation Administration (FAA) Order 8260.50, FAA Order 8260.3B Volume 3, Barometric Vertical Navigation FAA Order 8260.38A Training consists of classroom instruction and laboratory exercises using "MANUAL DEVELOPMENT" techniques.

#### Who Should Attend

- ✓ International commercial industry students responsible for developing RNAV procedures using "manual" construction and evaluation methods who do not utilize the Instrument Approach Procedures Automated (IAPA) system
- ✓ Federal Aviation Administration (FAA) and commercial students responsible for developing RNAV procedures using "manual" construction and evaluation methods who do not utilize the IAPA system

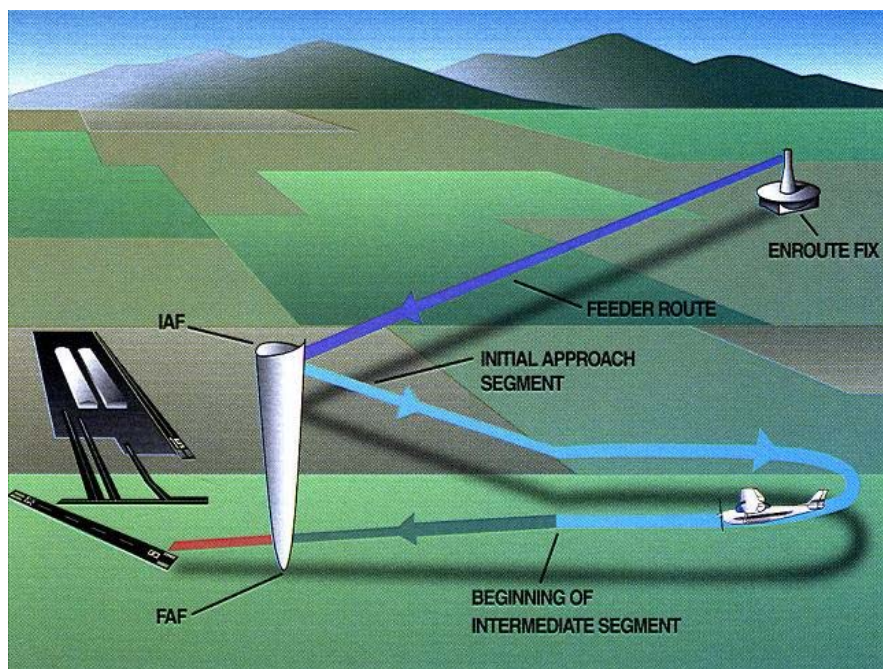
#### How You Will Benefit

- ✓ Develop instrument procedures using "manual" evaluation methods in accordance with FAA Order 8260.48 (RNAV) criteria
- ✓ Develop an RNAV procedure using "manual" construction methods during a laboratory exercise

#### What You Will Learn

- ✓ Waypoints associated with RNAV construction procedures
- ✓ Initial segments of RNAV procedure
- ✓ Intermediate segments of RNAV procedure
- ✓ Final segments of RNAV procedure
- ✓ Missed approach segments of an RNAV procedure

<b>CEU's:</b>	0.0
<b>Length:</b>	10.00 Day(s)
<b>Tuition:</b>	\$2,508.00
<b>Contact Number:</b>	(405) 954-7751
<b>Prerequisite(s):</b>	None



**Aviation Safety Managers Course  
(ASPM)**

00038

This course is designed to provide fundamental instruction in the theory and applications of Aviation Accident Prevention Program Management. The course covers both basic and advance safety program management techniques. Graduates receive the necessary instruction required to design, develop, implement and manage an effective aviation safety and accident prevention program. Safety Management Systems (SMS) development is a core objective of this course.

**Who Should Attend**

- ✓ Safety managers or safety directors including those responsible for implementation, management, or oversight of an aviation safety and accident prevention program
- ✓ Personnel in a supervisory or management position from air carriers and operators who are responsible for oversight of any elements of an aviation safety program
- ✓ Federal Aviation Administration (FAA) inspectors, FAA Safety Team (FAAST) members and other FAA personnel with aviation safety oversight or related duties
- ✓ This course is open to all public, private, and international personnel

**How You Will Benefit**

- ✓ Ability to apply basic and advanced proactive aviation accident prevention techniques
- ✓ Ability to leverage emerging technologies and best safety practices
- ✓ Ability to increase your organization's proactive accident prevention effort
- ✓ Obtain internationally recognized U. S. Department of Transportation and Occupational Safety and Health Administration credentials in the area of aviation safety program management

**What You Will Learn**

- ✓ The Aviation Safety Program Manager's role in the organization
- ✓ Theory and application of accident causation
- ✓ Systems approach to accident prevention
- ✓ Aviation risk management
- ✓ Flight Safety committee's accident prevention awards programs
- ✓ Flight line safety
- ✓ Hazards identification reporting and tracking
- ✓ Trend analysis techniques
- ✓ Audits
- ✓ Surveys and internal evaluations
- ✓ Emergency action plans
- ✓ Aviation Safety education and awareness strategies
- ✓ Office management techniques

<b>CEU's:</b>	0.0
<b>Length:</b>	8.00 Day(s)
<b>Tuition:</b>	\$1,161.00
<b>Contact Number:</b>	(405) 954-3614
<b>Prerequisite(s):</b>	None

### **Basic Aircraft Accident Investigation 00035**

This introductory course is designed to train investigators in National Transportation Safety Board (NTSB) and Federal Aviation Administration (FAA) regulations, accident reporting forms, and effective management of resources involved in an aircraft accident. Participants will learn fundamental techniques and procedures of field investigations of accidents and incidents. This course is considered vital for flight safety officers and managers, field inspectors, and investigators who may be called to provide assistance in an aircraft accident investigation as a party participant.

The course will examine operational, airworthiness, crashworthiness, human factors, aircraft performance, specific design deficiencies, and lessons learned from accidents. Subject areas include accident photography, witness interviewing, investigator safety, powerplant and fire investigations, structures and metallurgy considerations, composite materials, maintenance-related accidents, weather-related accidents and an introduction to helicopter investigations. The course involves a field trip to the TSI laboratory to investigate and evaluate approximately ten aircraft wreckage sites.

#### **Who Should Attend**

- ✓ FAA inspectors and investigators
- ✓ Federal agency investigators
- ✓ Foreign government investigators
- ✓ Aviation industry personnel
- ✓ Field inspectors
- ✓ Military investigators

#### **How You Will Benefit**

- ✓ Utilize a hands-on "bone yard" of actual airplane wreckage
- ✓ Attend the course with FAA inspectors and investigators
- ✓ Apply the fundamental techniques and procedures of field investigations

#### **What You Will Learn**

- ✓ NTSB and FAA regulations
- ✓ Fill out accident reporting forms
- ✓ Accident photography tips
- ✓ How to interview witnesses
- ✓ Investigator safety tips

<b>CEU's:</b>	0.0
<b>Length:</b>	8.00 Day(s)
<b>Tuition:</b>	\$1,687.00
<b>Contact Number:</b>	(405) 954-3614
<b>Prerequisite(s):</b>	None



**By Fax:** Fax your training form to the Aviation Safety Division offering the course



**By Mail:** Send your training form to TSI



**By Internet:** Register by visiting our Web site at [www.TSI.dot.gov/divisions/aviation/attend.aspx](http://www.TSI.dot.gov/divisions/aviation/attend.aspx)



**By Phone:** If paying by credit card, call the Aviation Safety Division offering the course

### **Experimental Aircraft Accident Investigation**

00498

This course covers in detail the certification and construction standards that should be used in experimental aircraft. Specific areas of instructional emphasis will include: all-metal aircraft, composite aircraft, tubular frame and fabric aircraft, and experimental engines and propellers. The course is intended for the Federal Aviation Administration (FAA) Flight Standards Inspectors, National Transportation Safety Board (NTSB) investigators, and the flight standards and investigative personnel of other national governments.

#### **Who Should Attend**

- ✓ Anyone involved with the experimental aircraft industry, certification of amateur-built aircraft, or aircraft accident investigation

#### **How You Will Benefit**

- ✓ Examine construction materials, construction methodology, and aircraft design of experimental aircraft

#### **What You Will Learn**

- ✓ Experimental construction
- ✓ Experimental aircraft certification process
- ✓ Experimental aircraft limitations and flight testing procedures
- ✓ Experimental aircraft powerplants

**CEU's:** 0.0  
**Length:** 3.00 Day(s)  
**Tuition:** \$480.00  
**Contact Number:** (405) 954-3614  
**Prerequisite(s):** None

### **Flight Procedures Office Training Course 00074**

The Flight Procedures Office (FPO) was established as a separate branch in October 2001 to provide for the growing needs of transportation in the National Airspace System (NAS). The FPO Training Course utilizes the Flight Procedures Office Handbook as a training tool for standardization of events for the nine FPO's. The FPO course promotes safety of flight, collaboration with industry and National Transportation Safety Board (NTSB) customers for the safest use of the NAS while ensuring the FPO's support of national initiatives such as safer skies, operational evolution plan and the commercial aviation safety team.

#### **Who Should Attend**

- ✓ Federal Aviation Administration (FAA) FPO Personnel

#### **How You Will Benefit**

- ✓ Promote safety for FPO Personnel

#### **What You Will Learn**

- ✓ Promote safety of flight
- ✓ Collaboration with Industry and FAA customers
- ✓ Ensure the FPO's support of national initiatives such as safer skies, operational evolution plan and the commercial aviation safety team

**CEU's:** 0.0  
**Length:** 24.00 Hour(s)  
**Tuition:** \$912.00  
**Contact Number:** (405) 954-7751  
**Prerequisite(s):** None



## **Human Factors in Aircraft Accident Investigation**

00008

This course provides investigators and safety professionals with a systems approach to the investigation of human performance causes and contributing factors. Since most accidents involve human errors and/or omissions, the human element is examined for direct and contributing causal factors as discovered in recent investigations. If accidents are to be prevented, the investigation process should assist all levels of management in understanding how such circumstances come together in an accident.

Identification of latent and active management factors in aviation mishaps is also explored to provide an understanding of how such decisions affect accidents. Traditionally, investigators have focused on the last person in the accident causation chain who could have intervened to prevent the accident. However, a closer examination often reveals that latent causal factors beyond the control of the operator create a situation ripe for an accident.

### **Who Should Attend**

- ✓ Aircraft accident investigators, any aviation safety professional

### **How You Will Benefit**

- ✓ Identify and analyze human deficiencies
- ✓ Assess and record relevant human performance data

### **What You Will Learn**

- ✓ Analysis of human performance in flight operations
- ✓ Analysis of human performance in aircraft maintenance
- ✓ Analysis of human performance in air traffic control
- ✓ Analysis of human performance in decision making
- ✓ How to develop and apply human error solution strategies

**CEU's:** 0.0

**Length:** 3.00 Day(s)

**Tuition:** \$977.00

**Contact Number:** (405) 954-3614

### **Prerequisite(s):**

- \* Basic Aircraft Accident Investigation

**Instrument Approach Procedures  
Automation (IAPA)**

00056

Course is for students familiar with the manual application of terminal enroute procedure development and who have a need to apply that criteria using the automated IAPA System.

**Who Should Attend**

- ✓ Federal Aviation Administration (FAA) procedures specialists with a basic knowledge of terminal enroute procedure development
- ✓ Commercial industry personnel familiar with basic flight procedures who have a requirement for automated procedures development
- ✓ FAA air traffic personnel having basic knowledge of flight procedures development and a requirement to develop or be familiar with automated procedures

**How You Will Benefit**

- ✓ Apply basic procedure development knowledge using the IAPA automated development system

**What You Will Learn**

- ✓ Basic automated (IAPA) terminal enroute procedure development

**CEU's:** 0.0  
**Length:** 9.00 Day(s)  
**Tuition:** \$3,059.00  
**Contact Number:** (405) 954-7751

**Prerequisite(s):**

- \* Introduction to Flight Procedures (TERPs) (AVN)
- \* Instrument En Route and Approach Development (International)

**Introduction to Aeronautical Charts**  
00080

This course is designed for aviation system standards, airports, air traffic, and airway facilities personnel involved with the design, update and modification of the National Airspace System (NAS). The major focus of the training is limited to basic understanding and use of the NAS, visual aeronautical chart systems, instrument enroute chart systems and the terminal procedure publications. The course fulfills a chart orientation-training requirement providing comprehensive knowledge for individuals involved in the compilation, use, and distribution of aeronautical charts and information products depicting the NAS.

**Who Should Attend**

- ✓ Non-aviators involved in the design, update and modification of aeronautical charts depicting the NAS

**How You Will Benefit**

- ✓ Apply basic aeronautical chart knowledge to operate within the NAS under both the Visual Flight Rule (VFR) and Instrument Flight Rule (IFR) flight environment

**What You Will Learn**

- ✓ A basic knowledge of the NAS
- ✓ Visual aeronautical chart systems
- ✓ Instrument enroute systems
- ✓ Terminal procedure publications

**CEU's:** 3.7  
**Length:** 5.00 Day(s)  
**Tuition:** \$2,496.00  
**Contact Number:** (405) 954-7751  
**Prerequisite(s):** None

### **Internal Evaluation Program (IEP) for Evaluators**

00072

This course is designed to train students to serve as Internal Evaluation Program Evaluators (IEP). IEP is intended to monitor how well company procedures are complying with directive and regulatory standards, achieving company goals, and effectively managing resources. The course outlines a step-by-step methodology for preparing for, conducting, and reporting results of evaluation findings using objective evidence. Training will consist of classroom instruction, classroom workshops and a mock-evaluation problem.

#### **Who Should Attend**

- ✓ Managers responsible for implementing an IEP in their organization
- ✓ Employees who have been selected by management to serve as internal evaluators, auditors, or inspectors in the organization
- ✓ Anyone who would like to learn more about methods and techniques of evaluation, audit, and inspection

#### **How You Will Benefit**

- ✓ Explain the IEP to others and answer questions about why the program is needed
- ✓ Serving as an internal evaluator for your organization's IEP using the necessary knowledge, skills and tools

### **What You Will Learn**

- ✓ Serve as an evaluator in an organization's IEP
- ✓ Apply the roles and responsibilities of an internal evaluator
- ✓ Learn specific methods and techniques to be used in order to prepare, conduct, and document objective evidence used to report the findings of an evaluation
- ✓ Explain the difference between evaluation, audit, and inspection processes and how all three are critical to the organization

<b>CEU's:</b>	0.0
<b>Length:</b>	2.00 Day(s)
<b>Tuition:</b>	\$1,020.00
<b>Contact Number:</b>	(405) 954-7751
<b>Prerequisite(s):</b>	None

### **Internal Evaluation Program (IEP) For Managers**

00071

This course is designed to provide managers at all levels with a systems approach to designing and implementing an Internal Evaluation Program (IEP) within their organization. The IEP for managers includes basic principles and purpose of an IEP, documentation, appraisals, and reports on the effectiveness of systems, programs, procedures, and the corrective action measures that lead to comprehensive fixes.

#### **Who Should Attend**

- ✓ Leaders accountable for ensuring that legal, regulatory, and mission requirements of their organization are being met and that programs are operating as intended
- ✓ Managers and supervisors at all levels of the organization who need a management tool to evaluate compliance, efficiency and effectiveness for his or her areas of responsibility

#### **How You Will Benefit**

- ✓ Develop a system that focuses on systems, procedures, and processes rather than placing blame on individuals
- ✓ List specific steps to take to proactively identify potential problems and address them before a serious problem arises
- ✓ Recognize an organizational culture that supports learning and sharing

### **What You Will Learn**

- ✓ Plan, develop, and implement an IEP that will increase the awareness of management and employees of their responsibility to promote continuous compliance with all regulatory requirements and continuously monitor the effectiveness and efficiency of key programs
- ✓ Learn the difference between evaluation, audit and inspection programs, and how all three are critical to the organization

<b>CEU's:</b>	0.0
<b>Length:</b>	1.00 Day
<b>Tuition:</b>	\$603.00
<b>Contact Number:</b>	(954) 954-7751
<b>Prerequisite(s):</b>	None

## **Introduction to Flight Procedures (TERPs) (AVN)**

00050

This course is designed for aviation system standards, airports, air traffic, and airway facilities personnel involved in conducting the agency's obstruction evaluation program whose related training need is limited to the areas of enroute and terminal flight procedure analysis. It also fulfills training needs of an individual whose duties include a requirement for comprehensive knowledge and development of enroute and terminal flight procedures. It does not include participation in the obstruction evaluation program.

### **Who Should Attend**

- ✓ AVN procedure specialists
- ✓ Industry procedure specialists
- ✓ Local government personnel whose duties require knowledge of enroute and terminal flight procedures
- ✓ Industry personnel whose duties include knowledge of enroute and terminal flight procedures
- ✓ Federal Aviation Administration (FAA) contractors whose duties would include knowledge of enroute and terminal flight procedures
- ✓ FAA air traffic personnel responsible for compliance of enroute and terminal flight procedures
- ✓ AVN flight inspection pilots and technicians that require knowledge of enroute and terminal procedures for evaluation

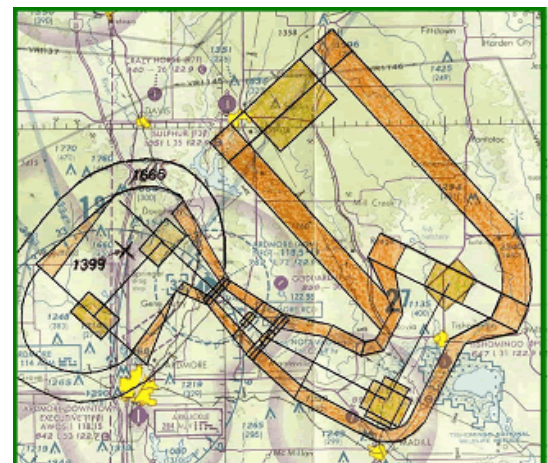
### **How You Will Benefit**

- ✓ Develop basic enroute and terminal procedures
- ✓ Identify criteria needed for enroute and terminal flight procedures development
- ✓ Apply the criteria needed for enroute and terminal flight procedures development

### **What You Will Learn**

- ✓ Sequence of enroute and terminal flight procedures
- ✓ Developmental design of enroute and terminal flight procedures
- ✓ Basic enroute and terminal flight procedure development

<b>CEU's:</b>	0.0
<b>Length:</b>	15.00 Day(s)
<b>Tuition:</b>	\$3,239.00
<b>Contact Number:</b>	(405) 954-7751
<b>Prerequisite(s):</b>	None



## Media Relations in Aircraft Accident Investigation

00029

This course covers news media representatives' responses to civil and public general aviation and air carrier accident field investigation. It discusses National Transportation Safety Board (NTSB) and Federal Aviation Administration (FAA) roles at the accident site, rules and regulations, investigation methodology, government media instructions, and lessons learned from actual case studies.

### Who Should Attend

- ✓ FAA aviation safety inspectors and air safety investigators
- ✓ FAA public relations personnel
- ✓ News media personnel

### How You Will Benefit

- ✓ Acquire hands-on experience working with news media personnel
- ✓ Acquire hands-on experience working with FAA aviation safety inspectors, air safety investigators, and public relations personnel

### What You Will Learn

- ✓ News media personnel's objectives, procedures, and techniques during aircraft accident investigation reporting
- ✓ Objectives, procedures, and techniques applied during an aircraft accident investigation

**CEU's:** 0.0  
**Length:** 1.00 Day(s)  
**Tuition:** \$150.00  
**Contact Number:** (405) 954-3614  
**Prerequisite(s):** None

## Overview of Flight Procedures Development

00070

This course is an overview for managers and other individuals or agencies that require a basic working knowledge of enroute and terminal flight procedures development. This training will familiarize the individual in the areas of instrument procedure development but does not train or require the individual to demonstrate actual procedures development.

### Who Should Attend

- ✓ Local government or industry personnel whose duties may require knowledge of enroute and terminal flight procedures
- ✓ Airport personnel whose duties require knowledge of enroute and terminal flight procedures
- ✓ Federal Aviation Administration (FAA) contractors whose duties may include knowledge of enroute and terminal flight procedures
- ✓ FAA Air Traffic personnel requiring a basic working knowledge of enroute and terminal flight procedures to ensure compliance
- ✓ AVN Flight Inspection pilots and technicians that require a basic working knowledge of enroute and/or terminal procedures for evaluation

### How You Will Benefit

- ✓ Apply increased knowledge of the methods, criteria, and publications used in instrument approach procedure development

### What You Will Learn

- ✓ Interpretation of criteria
- ✓ Determinations of minimums
- ✓ Use of aeronautical charts and national airspace systems

**CEU's:** 0.0  
**Length:** 5.00 Day(s)  
**Tuition:** \$1,045.00  
**Contact Number:** (405) 954-7751  
**Prerequisite(s):** None



## **Rotorcraft Accident Investigation 00007**

This course is designed for Federal Aviation Administration (FAA) and Federal agency personnel responsible for investigations of helicopter accidents, as well as engineering support personnel and safety program managers. No previous helicopter experience is required. Persons with helicopter experience should attend to gain valuable rotorcraft investigation training. This course will be offered to all other Federal agencies and foreign governments on a first-come, first-serve basis. This rotorcraft course gives the inspector and investigator an in-depth look at the specifics of helicopter accident investigations and features presentations by accident investigators from major helicopter manufacturers. The presentation level provides initial helicopter accident investigation training to the uninitiated, while at the same time, serves as a refresher for the "old hand". Once the basics are covered, the course then builds on those basics to bring all participants up to a journeyman level in helicopter accident investigation. This course is open to active aircraft accident investigators only; no attorneys, insurance representatives, or consultants. It is conducted at the Bell Helicopter Customer Training Academy located at 13901 Aviator Way, Alliance Airport, Fort Worth, TX 76177.

### **Who Should Attend**

- ✓ Aircraft accident investigators, maintenance and engineering personnel, military, and foreign governmental personnel

### **How You Will Benefit**

- ✓ Describe helicopter aerodynamics, operations, and problems
- ✓ Examine helicopter maintenance records
- ✓ Determine modes of failure
- ✓ Identify the latest techniques and procedures in rotorcraft accident investigation
- ✓ Analyze malfunctions, structural considerations, and metallurgical failures
- ✓ Review rotorcraft system operation, performance, airworthiness, and crashworthiness

### **What You Will Learn**

- ✓ Helicopter systems, operations, performance, powerplants, and failure analysis
- ✓ Latest techniques and procedures used in rotorcraft accident investigation

<b>CEU's:</b>	0.0
<b>Length:</b>	8.00 Day(s)
<b>Tuition:</b>	\$1,709.00
<b>Contact Number:</b>	(405) 954-3614
<b>Prerequisite(s):</b>	None



## **Turbine Engine, Aircraft Accident Investigation**

00027

This course covers basic turbine engine accident investigation techniques of civil and public general aviation and air carrier accident field investigations. It contains design, operation, and construction features of turbojet, turbofan, turboprop, and turboshaft engine utilized in both fixed and rotary wing aircraft. This course also provides an in-depth look at failure modes and mechanisms of turbine engine components: fan, compressor, combustion chamber, turbine, exhaust, shafts, bearings, gears, and accessories.

### **Who Should Attend**

- ✓ Federal Aviation Administration (FAA) aviation safety inspectors and air safety investigators
- ✓ Domestic and foreign government inspectors and investigators
- ✓ Domestic and foreign industry inspectors and investigators
- ✓ Domestic and foreign military inspectors and investigators

### **How You Will Benefit**

- ✓ Analyze state-of-the-art designs and construction of fixed and rotary wing aircraft turbine engine powerplants
- ✓ Apply current procedures and techniques in turbine engine aircraft accident investigations

### **What You Will Learn**

- ✓ Design, operation, and construction features of turbojet, turbofan, turboprop, and turboshaft engines utilized in both fixed and rotary wing aircraft
- ✓ Failure modes and mechanisms of turbine engine components to include: fan, compressor, combustion chamber, turbine, exhaust, shafts, bearings, gears, and accessories
- ✓ Turbine engine in-flight vs. post-impact fire investigations
- ✓ Turbine engine power estimation at time of impact

<b>CEU's:</b>	0.0
<b>Length:</b>	3.00 Day(s)
<b>Tuition:</b>	\$396.00
<b>Contact Number:</b>	(405) 954-3614
<b>Prerequisite(s):</b>	None





# HAZARDOUS MATERIALS SAFETY

## SPONSOR

U. S. Department of Transportation (DOT), Pipeline and Hazardous Materials Safety Administration (PHMSA), Office of Hazardous Materials Safety

## HISTORY

The Hazardous Materials Division was established in 1971 to conduct a wide variety of hazardous materials regulation classes and seminars that cover all modes of domestic and international transportation. Students are instructed on the hazardous materials regulations of 49 CFR for highway, rail, aircraft, and vessel, the International Maritime Dangerous Goods (IMDG) Code for vessel shipments, the International Civil Aviation Organization (ICAO) Technical Instructions (along with the industry standards issued in the International Air Transport Association (IATA) and Dangerous Goods Regulations) for commercial air shipments. Specialized regulation classes are offered dealing with Radioactive Materials, Infectious Substances, Explosives, Hazardous Wastes and Substances, Cargo Tanks, Cylinders, United Nations/Performance Oriented Packaging (UN/POP), Instructor Training, and the Military Airlift of Hazardous Materials.

## CUSTOMERS

- Shippers (chemical manufacturers, freight forwarders, labs, universities, warehouses, third-party logistics)
- Carriers (trucking, airlines, railroads, vessel operators)
- Package manufacturers and testers
- Law Enforcement (state DOT, highway patrol, health departments)
- Various DOT Administrations
- Other Federal agencies, such as Department of Defense, Centers for Disease Control and Prevention, Environmental Protection Agency, Federal Bureau of Investigation
- Emergency response personnel

## MILESTONES/ACHIEVEMENTS

- Trained over 1,500 students annually through its classes and seminars given at training facilities in Oklahoma City and throughout the United States
- Developed a variety of hazardous materials transportation courses covering all modes of transport and classes of hazardous materials



### Air Transportation of Hazardous Materials

HM00115

This course covers the International Civil Aviation Organization (ICAO) and the International Air Transportation Association (IATA) regulations for shipping hazardous materials (dangerous goods) by commercial aircraft.

#### Who Should Attend

- ✓ Those who ship, carry, or otherwise handle hazardous material shipments intended to travel by commercial aircraft: shippers (offerors), carriers, freight forwarders, manufacturers, and law enforcement personnel

#### How You Will Benefit

- ✓ Explain how to ship and transport hazardous materials by air, legally and safely
- ✓ Explain applicability of government and industry regulations
- ✓ Examine the most current regulations and standards: U. S. DOT Hazardous Materials Regulations (49 CFR Parts 100-185), ICAO Technical Instructions for the Safe Transport of Dangerous Goods, and the IATA Dangerous Goods Regulations

#### What You Will Learn

- ✓ Identify the relationship between the DOT Hazardous Materials Regulations (49 CFR Parts 100-185), the ICAO Technical Instructions and the IATA Dangerous Goods Regulations and how to use them
- ✓ List how to determine hazard class and packing group
- ✓ Identify how to assign proper shipping names and identification numbers
- ✓ Identify package selection, marking, and labeling
- ✓ Mark an IATA Dangerous Goods Declaration and air waybill
- ✓ Apply the rules and exceptions for limited quantities and excepted quantities
- ✓ Identify how to determine "Q" values
- ✓ Examine the use of overpacks
- ✓ Explain U. S. variations to the ICAO and IATA regulations

<b>CEU's:</b>	0.0
<b>Length:</b>	3.00 Day(s)
<b>Tuition:</b>	\$500.00
<b>Contact Number:</b>	(405) 954-4500
<b>Prerequisite(s):</b>	None



## Cargo Tank Regulatory Compliance

HM00125

This course provides a working knowledge of the Hazardous Materials Cargo Tank Regulations contained in CFR 49, Parts 100-185.

### Who Should Attend

- ✓ Cargo tank industry personnel

### How You Will Benefit

- ✓ Examine updated information regarding cargo tank regulatory compliance
- ✓ Identify sources of technical support
- ✓ Select applicable regulatory concerns
- ✓ Develop skill and confidence in Hazardous Materials Regulations use

### What You Will Learn

- ✓ Examine hazardous materials cargo tank regulations
- ✓ Identify regulation interpretation

**CEU's:** 0.0  
**Length:** 4.00 Day(s)  
**Tuition:** \$500.00  
**Contact Number:** (405) 954-4500  
**Prerequisite(s):** None



## General Awareness for Hazardous Materials Responders

HM00140

This is an awareness level response seminar for first-on-the-scene responders and is designed to introduce police, fire, medical, and other personnel to the problem of hazardous materials transportation emergencies.

Instruction will cover the identification and classification of hazardous materials, placards and labels, shipping papers, National Fire Protection Association 704, and hazardous materials guidebooks. Class exercises will allow the student to utilize the U. S. DOT Emergency Response Guidebook (ERG). All materials are provided.

### Who Should Attend

- ✓ First responders to hazardous materials transportation emergencies

### How You Will Benefit

- ✓ Examine updated information regarding initial response to hazardous materials incidents
- ✓ Interpret and use the "Emergency Response" guidebook
- ✓ Identify sources of technical support
- ✓ Meet first responders' awareness level training requirements

### What You Will Learn

- ✓ Identify hazardous material class and divisions
- ✓ Identify hazardous material identification
- ✓ Use the Emergency Response Guidebook
- ✓ Explain previous incident examples
- ✓ List effects of hazardous materials exposure
- ✓ Identify protection measures

**CEU's:** 0.0  
**Length:** 1.00 Day  
**Tuition:** Call  
**Contact Number:** (405) 954-4500  
**Prerequisite(s):** None

## **Hazardous Materials Compliance and Enforcement**

HM00130

This course has been designed to provide a working knowledge of the Hazardous Materials Regulations contained in Title 49 CFR Parts 100 - 185 for use in inspection and enforcement. This is a two-phase course involving self-study work and classroom instruction.

### **Who Should Attend**

- ✓ Federal, state and local enforcement personnel

### **How You Will Benefit**

- ✓ Examine updated information regarding hazardous materials compliance
- ✓ Identify sources of technical support
- ✓ Describe applicable regulatory concerns
- ✓ Develop skill and confidence in hazardous materials regulations use
- ✓ Develop inspection and investigation skills

### **What You Will Learn**

- ✓ Identify hazardous material class and divisions
- ✓ Identify hazardous material identification and hazard communication
- ✓ List examples of hazardous materials regulations violations
- ✓ Describe hazardous materials packaging and selection
- ✓ List specific regulatory concerns
- ✓ Use the hazardous materials regulations

**CEU's:** 0.0  
**Length:** 5.00 Day(s)  
**Tuition:** Call  
**Contact Number:** (405) 954-4500  
**Prerequisite(s):** None

## **Instructor Training: Hazardous Materials Transportation Modules**

HM00142

This is an instructor-training program designed to improve the safe transportation of hazardous materials through the use of a modular training program tailored to meet DOT's hazardous materials training requirements for the shipping and handling of hazardous materials, wastes and substances.

### **Who Should Attend**

- ✓ Industry, Federal, state and local government personnel with Hazardous Materials Regulations instructor duties

### **How You Will Benefit**

- ✓ Examine updated information regarding the transport of hazardous materials
- ✓ Identify sources of technical support
- ✓ Describe applicable regulatory concerns
- ✓ Develop skill and confidence in the hazardous materials regulations use
- ✓ Receive a training disk containing all course materials for presentation after successful completion of course

### **What You Will Learn**

- ✓ Identify hazardous material class and divisions
- ✓ Locate hazardous material identification and hazard communication
- ✓ List examples of the hazardous materials regulations violations
- ✓ Find hazmat packaging and selection
- ✓ Develop specific regulatory concerns
- ✓ Use the hazardous materials regulations

**CEU's:** 0.0  
**Length:** 3.00 Day(s)  
**Tuition:** \$500.00  
**Contact Number:** (405) 954-4500  
**Prerequisite(s):** None

## Infectious Substances Transportation

HM00148

This course covers the government, international, and industry regulations for shipping and carrying infectious substances, diagnostic specimens, and regulated medical waste.

### Who Should Attend

- ✓ Hospital, clinic, and laboratory staff, industrial hygienists, airline personnel, couriers, freight forwarders, medical waste haulers, and law enforcement personnel

### How You Will Benefit

- ✓ Explain how to ship and transport infectious substances, specimens, and waste legally and safely
- ✓ Examine the most recent regulations and guidelines: U. S. DOT Hazardous Materials Regulations (49 CFR Parts 100-185), applicable excerpts from the Center for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), International Civil Aviation Organization (ICAO), International Air Transport Association (IATA), and U. S. Postal Service (USPS) regulations
- ✓ Save money by not "over-complying"

### What You Will Learn

- ✓ Use DOT regulations
- ✓ Identify additional airline (ICAO/IATA) requirements
- ✓ Classify and identifying
- ✓ Packaging, marking, and labeling
- ✓ Identify proper shipping papers and emergency response information
- ✓ List exceptions and exemptions
- ✓ Identify employee training requirements
- ✓ Identify CDC interstate shipping regulations
- ✓ Show how OSHA bloodborne pathogens standards apply to transportation
- ✓ Use U. S. postal regulations
- ✓ Use proposed rulemakings

**CEU's:** 0.0  
**Length:** 2.00 Day(s)  
**Tuition:** \$225.00  
**Contact Number:** (405) 954-4500  
**Prerequisite(s):** None

## Military Airlift of Hazardous Materials

HM00114

This course covers military airlift requirements for transporting hazardous materials by military air under Air Force Manual (AFMAN) 24-204(i).

### Who Should Attend

- ✓ Those who ship hazmat by military including both industry and government personnel that are subject to AFMAN 24-204(i)

### How You Will Benefit

- ✓ Identify how to legally and safely ship hazardous materials that are subject to military air requirements

### What You Will Learn

- ✓ Identify how to determine if a material is regulated as a hazardous material for military air shipment
- ✓ Use packaging, marking, labeling, and documenting military air shipments
- ✓ List compatibility of hazardous materials

**CEU's:** 0.0  
**Length:** 1.00 Day(s)  
**Tuition:** \$135.00  
**Contact Number:** (405) 954-4500  
**Prerequisite(s):** None





### International Maritime Dangerous Goods (IMDG)

HM00138

This course covers the International Maritime Dangerous Goods (IMDG) Code - the regulations for shipping hazardous materials (dangerous goods) by water.

#### Who Should Attend

- ✓ Those who ship, carry, or otherwise handle hazardous materials shipments intended to travel by water: shippers (offerors), carriers, freight forwarders, container packers, manufacturers, and law enforcement personnel

#### How You Will Benefit

- ✓ Interpret how to ship and transport hazardous materials by water legally and safely
- ✓ Apply the new IMDG Code
- ✓ Review the latest copies of the IMDG Code and the U. S. DOT Hazardous Materials Regulations (49 CFR Parts 100-185), including the latest published amendments and errata
- ✓ Receive the student manual and helpful handouts and charts
- ✓ Utilize the support of TSI instructors for technical questions
- ✓ Identify appropriate portable tanks and Intermediate Bulk Containers (IBC's)
- ✓ Interpret and use the numeric Dangerous Goods List and appendices
- ✓ Demonstrate the proper placards and markings for freight containers and bulk packages

#### What You Will Learn

- ✓ Identify hazard classification and packing groups
- ✓ Check proper shipping name and identification number assignment
- ✓ Identify package selection, marking and labeling
- ✓ Identify how to complete hazardous materials shipping papers
- ✓ List rules and exceptions for Limited Quantities
- ✓ Identify requirements for Marine Pollutants and Hazardous Substances
- ✓ Use stowage codes and provisions, segregation
- ✓ Analyze how to merge IMDG and the domestic requirements of 49 CFR 171.12

<b>CEU's:</b>	0.0
<b>Length:</b>	3.00 Day(s)
<b>Tuition:</b>	\$625.00
<b>Contact Number:</b>	(405) 954-4500
<b>Prerequisite(s):</b>	None



## Performance-Oriented Packaging

HM00118

This course covers specialized training in the Performance Oriented Packaging requirements of 49 CFR, Parts 100-185 to include regulations dealing with the manufacturing, testing, and marking of non-bulk packaging and intermediate bulk containers.

### Who Should Attend

- ✓ Packaging manufacturers, shippers, regulatory personnel, military services and vendors

### How You Will Benefit

- ✓ Identify if a packaging is properly manufactured and tested
- ✓ Analyze packaging testing samples
- ✓ Identify sources of technical support

### What You Will Learn

- ✓ Use hazardous material packaging types
- ✓ Identify packaging testing procedures
- ✓ Identify hazardous material packaging selection
- ✓ Use general packaging requirements
- ✓ List additional packaging requirements for air shipments

**CEU's:** 0.0  
**Length:** 3.00 Day(s)  
**Tuition:** \$375.00  
**Contact Number:** (405) 954-4500  
**Prerequisite(s):** None



## Specialized Hazardous Materials: Cylinders

HM00116

This course covers the hazardous material regulations dealing with the offering, transporting, qualification, maintenance and use of cylinders as required by 49 CFR.

### Who Should Attend

- ✓ Cylinder manufacturers, testers, shippers, regulatory personnel, military services and carriers

### How You Will Benefit

- ✓ Examine updated information regarding specialized hazmat: cylinders
- ✓ Review cylinder testing procedures
- ✓ Identify sources of technical support
- ✓ Demonstrate use of the Hazardous Materials Regulations in research of projects
- ✓ Examine 49 CFR to determine compliance with shipping papers, marking, labeling, placarding, and packaging of cylinders

### What You Will Learn

- ✓ Identify hazardous material cylinder packaging requirements
- ✓ Use cylinder selection
- ✓ Show how to mark and label cylinders
- ✓ Identify how to prepare shipping papers for cylinders
- ✓ Use of cylinders under DOT exemptions
- ✓ Identify the use of Compressed Gas Association pamphlets in marking, labeling, and testing cylinders

**CEU's:** 0.0  
**Length:** 3.00 Day(s)  
**Tuition:** \$375.00  
**Contact Number:** (405) 954-4500  
**Prerequisite(s):** None

### Specialized Hazardous Materials: Explosives HM00117

This course covers the hazardous material regulations dealing with the offering and transporting of explosives using 49 CFR.

#### Who Should Attend

- ✓ Explosive manufacturers, shippers, regulatory personnel, military services, and carriers

#### How You Will Benefit

- ✓ Examine updated information regarding specialized hazardous materials, explosives
- ✓ View explosive examples
- ✓ Identify sources of technical support
- ✓ Determine how to mark, label, placard, and package explosives

#### What You Will Learn

- ✓ Identify types of explosives and compatibility groups
- ✓ Use segregation requirements for explosives
- ✓ Identify how to get new explosives classified and examined including ex numbers
- ✓ Identify how to package explosives including package exceptions and exemptions
- ✓ List relationship between U. S. DOT and other agencies such as Bureau of Alcohol Tobacco and Firearms

**CEU's:** 0.0  
**Length:** 3.00 Day(s)  
**Tuition:** \$475.00  
**Contact Number:** (405) 954-4500  
**Prerequisite(s):** None



### Specialized Hazardous Materials: Hazardous Waste and Substances HM00122

This course covers the hazardous material regulations dealing with the offering and transporting of hazardous waste in compliance with the 49 CFR and 49 CFR's relationship to 40 CFR.

#### Who Should Attend

- ✓ Generators, transporters, regulatory and military personnel

#### How You Will Benefit

- ✓ Identify sources of technical support
- ✓ Examine updated information regarding specialized hazardous materials: hazardous waste and substance
- ✓ View hazard communication examples
- ✓ Demonstrate use of the Hazardous Materials Regulations in research of projects

#### What You Will Learn

- ✓ Identify hazardous waste and substances packaging requirements
- ✓ Use hazard communication, including waste manifests, labeling, marking, and placarding
- ✓ Use hazardous substance requirements

**CEU's:** 0.0  
**Length:** 3.00 Day(s)  
**Tuition:** \$400.00  
**Contact Number:** (405) 954-4500  
**Prerequisite(s):** None





## Specialized Hazardous Materials: Radioactive Materials

HM00121

Specialized training is provided on the transportation of radioactive materials for Federal, state, local and industry personnel, including shippers, carriers, and manufacturers.

### Who Should Attend

- ✓ Shippers, regulatory personnel, military services, and carriers

### How You Will Benefit

- ✓ Apply Hazardous Materials Regulations in research of projects
- ✓ Examine updated information regarding the transport of radioactive materials
- ✓ Practice radiation monitoring
- ✓ Identify sources of technical support

### What You Will Learn

- ✓ Identify inspection procedures
- ✓ Identify radiation types and principles
- ✓ Use radioactive materials packaging selection
- ✓ Use previous incident examples
- ✓ Use device monitoring

**CEU's:** 0.0  
**Length:** 3.00 Day(s)  
**Tuition:** \$475.00  
**Contact Number:** (405) 954-4500  
**Prerequisite(s):** None



## Transportation of Hazardous Materials

HM00147

This course has been designed to provide a basic working knowledge of the Hazardous Materials Regulations contained in 49 CFR, with emphasis on "how to use the book" concept. ASK THE INSPECTOR! -- Special presentations on each mode of hazardous material transportation are given by enforcement personnel from the Federal Aviation Administration, Coast Guard and Federal Motor Carrier Safety Administration.

### Who Should Attend

- ✓ Industry, Federal, state, and local government personnel

### How You Will Benefit

- ✓ Examine updated information regarding the transportation of hazardous materials
- ✓ Identify sources of technical support
- ✓ Describe applicable regulatory concerns
- ✓ Develop skill and confidence in Hazardous Materials Regulations use
- ✓ Meet training requirements of awareness and function-specific topics

### What You Will Learn

- ✓ Identify hazardous material classes and divisions
- ✓ Use hazardous material identification and hazard communication
- ✓ List examples of violations
- ✓ Use hazardous materials packaging and selection
- ✓ List specific regulatory concerns
- ✓ Use the Hazardous Materials Regulations
- ✓ Identify applicability and regulatory authority
- ✓ Perform emergency response
- ✓ List training requirements
- ✓ Identify exceptions and exemptions
- ✓ Use packaging, marking, and labeling
- ✓ Check incident reporting

**CEU's:** 0.0  
**Length:** 5.00 Day(s)  
**Tuition:** \$625.00  
**Contact Number:** (405) 954-4500  
**Prerequisite(s):** None

### Transportation of Hazardous Materials

#### (Recurrent)

HM00149

This course provides enhanced instruction for recurrent training for shippers and carriers of hazardous materials as per requirements of 49 CFR.

#### Who Should Attend

- ✓ Industry, Federal, state, and local government personnel possessing a working knowledge of Hazardous Materials Regulations

#### How You Will Benefit

- ✓ Examine updated information regarding the transportation of hazardous materials
- ✓ Identify sources of technical support
- ✓ Describe applicable regulatory concerns
- ✓ Develop skill and confidence in Hazardous Materials Regulations use
- ✓ Meet recurrent training requirements for awareness and function specific topics

#### What You Will Learn

- ✓ Identify hazardous material class and divisions
- ✓ Use hazardous material identification and hazard communication
- ✓ List examples of violations
- ✓ Identify hazardous materials packaging and selection
- ✓ List specific regulatory concerns
- ✓ Use the Hazardous Materials Regulations
- ✓ List recent rulemaking and pending dockets

**CEU's:** 0.0  
**Length:** 3.00 Day(s)  
**Tuition:** \$400.00  
**Contact Number:** (405) 954-4500  
**Prerequisite(s):** None



**By Fax:** Fax your training form to the Training Division offering the course



**By Mail:** Send your training form to TSI



**By Internet:** Register by visiting our Web site at [www.TSI.dot.gov](http://www.TSI.dot.gov)



**By Phone:** If paying by credit card, call the Hazardous Materials Safety Division

## HIGHWAY SAFETY

### SPONSOR

National Highway Traffic Safety Administration (NHTSA)

### HISTORY

The Highway Safety Division was established in 1974 to provide training programs to enable highway safety professionals to maximize the impact of their efforts in reducing motor vehicle crashes and the results of these crashes. The safety of our nation's highways is dependent upon the efficiency and effectiveness of the efforts of the entire highway safety community. These training courses enable Federal, state, and local highway safety professionals to perform at state-of-the-art levels in the enforcement of drunk driving laws; the design and management of highway safety programs; the delivery of emergency medical services; encouraging the use of safety belts, child safety seats, motorcycle and bicycle helmets and other safety systems; and to assist in training of other highway safety professionals to these levels of capability.

### CUSTOMERS

- Federal
- State
- Local staff

**Note:** Training is only available to personnel in NHTSA programs and projects.

### MILESTONES/ACHIEVEMENTS

- Supported approximately 50 different courses for law enforcement, emergency medical services, prosecutors, judges, child passenger safety and managers of highway safety efforts
- Trained over 20,000 students in 839 classes, totaling approximately 556,000 training hours



### **Community Bicycle Safety Course for Law Enforcement**

HS00377

Community Oriented Bicycle Safety for Law Enforcement is state, county and local law enforcement officers who are interested in developing a proactive bicycle safety program as an effective means to reduce injuries and fatalities in their communities.

#### **Who Should Attend**

- ✓ The primary audience for the Community Oriented Bicycle Safety Course for Law Enforcement is state, county, and local law enforcement officers who are interested in developing a proactive bicycle safety program as an effective means to reduce injuries and fatalities in their communities
- ✓ The course is designed so that learning opportunities are present regardless of the prior knowledge of law enforcement personnel. Even those with extensive experience in bicycle safety may profit from reviewing the basic body of knowledge and from sharing valuable lessons learned

#### **How You Will Benefit**

- ✓ Promote a safer bicycling environment
- ✓ Reduce deaths and injuries to bicyclists

#### **What You Will Learn**

- ✓ Provide police officers with basic training about bicycling and bicycle issues which is otherwise unavailable
- ✓ Develop an awareness on the part of police officers as to the significance of bicycling and its related issues
- ✓ Show law enforcement officers how they can improve traffic safety by enforcing laws, both for bicyclists and motorists
- ✓ Encourage police departments to adopt a bicycle law enforcement policy
- ✓ Demonstrate the need to develop additional bicycle education curricula and materials for police

<b>CEU's:</b>	0.0
<b>Length:</b>	24.00 Hour(s)
<b>Tuition:</b>	Call
<b>Contact Number:</b>	(405) 954-3112
<b>Prerequisite(s):</b>	None



## **Conducting Complete Traffic Stops**

HS00364

The purpose of this course is to develop a proactive traffic enforcement program as an effective means to deter and detect criminal behavior while reducing crashes. The basic course is 8 hours and can be up to 16 hours with the addition of practical exercises. The course consists of instructor-led presentations, discussions and videotape segments. Visual aids are used to augment presentations. Instructors frequently discuss real-world scenarios to stimulate participant interaction.

### **Who Should Attend**

- ✓ The intended audience is state, county, and local law enforcement officers

### **How You Will Benefit**

- ✓ Explain the relationship between traffic and criminal enforcement
- ✓ Implement specific techniques to detect criminal activity after the stop
- ✓ Demonstrate how to conduct a complete traffic stop as an effective strategy to reduce both crimes and crashes in the community
- ✓ Assess potential civil rights implications and possible violations at a traffic stop

### **What You Will Learn**

- ✓ Identify the differences between traffic and criminal enforcement
- ✓ List procedures for conducting an effective traffic stop
- ✓ Identify methods for crime and crash reduction
- ✓ Demonstrate techniques to maintain officer objectivity and professionalism during a traffic stop

**CEU's:** 0.0  
**Length:** As needed by agency  
**Tuition:** Call  
**Contact Number:** (405) 954-3112  
**Prerequisite(s):** None

## **Crash Outcome Data Evaluation System (CODES)**

HS00196

The purpose of the Crash Outcome Data Evaluation System (CODES) planning workshop is to provide states and safe community projects with a plan for developing data linkage capabilities. This course can be customized and arranged to match the level of data, personnel, and equipment resources available for linkage.

### **Who Should Attend**

- ✓ Persons who collectively represent the interests of all the state organizations that are the major owners and users of data files that need to be linked

### **How You Will Benefit**

- ✓ Identify potential data resources for linkage
- ✓ Access and prepare data
- ✓ Select an appropriate computer system for linkage
- ✓ Describe the basic concepts underlying the probabilistic linkage methodology
- ✓ Validate linkage results
- ✓ Describe different types of applications of linked data
- ✓ Describe organizational issues that will be important to the long-term viability of linked data

### **What You Will Learn**

- ✓ Identify data access and preparation
- ✓ Use data linkage and validation of results
- ✓ Use linked data
- ✓ Manage linked data

**CEU's:** 0.0  
**Length:** As needed by agency  
**Tuition:** Call  
**Contact Number:** (405) 954-3112  
**Prerequisite(s):** None

## **Driving While Intoxicated (DWI) Detection and Standardized Field Sobriety**

HS00178

Every year, impaired drivers cause thousands of traffic deaths and injuries. Law enforcement officers play a leading role in getting these drivers off our nation's roads, but must be skilled in detecting impaired drivers, administering the Standardized Field Sobriety Tests (SFST's), and describing events (writing reports and giving persuasive testimony). This course teaches participants those skills. This 24-hour course consists primarily of hands-on training, which includes: practice labs where participants take turns administering the SFST's to one another and to volunteers who consume alcohol;

Option 1 - students view a National Highway Traffic Safety Administration (NHTSA) and Instructional Association of Chief Police (IACP) approved videotape to assess the subject's impairment and record observations instead of the first alcohol workshop of impaired subjects.

Option 2 - students view NHTSA/IACP approved video tapes as a substitute for both alcohol workshops.

The use of one of the two drug-related impaired driving modules (4 or 8 hour) is highly recommended by NHTSA/IACP as a course add-on.

### **Who Should Attend**

- ✓ Sworn law enforcement officers who want to enhance their DWI detection and description skills

### **How You Will Benefit**

- ✓ Recognize behaviors that indicate impaired driving
- ✓ Explain the importance of the SFST battery and how to properly administer the tests
- ✓ Determine when to make a DWI arrest
- ✓ Write accurate and detailed arrest reports
- ✓ Demonstrate how to give clear and accurate testimony in a moot court setting

### **What You Will Learn**

- ✓ Explain laws governing DWI enforcement
- ✓ Explain concepts and principles of the divided attention and horizontal gaze nystagmus tests
- ✓ Describe suspect processing
- ✓ Locate guidelines for preparing arrest reports
- ✓ Determine guidelines for preparing and delivering testimony

<b>CEU's:</b>	0.0
<b>Length:</b>	As needed by agency
<b>Tuition:</b>	Call
<b>Contact Number:</b>	(405) 954-3112
<b>Prerequisite(s):</b>	None





## **Drug Evaluation and Classification**

HS00172

For law enforcement officers, the scenario is all too familiar and frustrating: a driver, suspected of impaired driving and stopped at roadside, performs poorly on the Standardized Field Sobriety Tests (SFST) but "passes" a breath-alcohol test. Is the driver impaired by drugs? And if so, what kind? This three-part course answers these and other questions. The three parts consists of:

- 1) Pre-school - 2 days of classroom lecture;
- 2) Drug Recognition Experts (DRE) school - 7 days of classroom training; and
- 3) Certification - on-the-job training. Those who successfully complete all three parts of the course earn DRE certification.

### **Who Should Attend**

- ✓ Law enforcement officers who have successfully completed a National Highway Traffic Safety Administration (NHTSA) and Instructional Association of Chief Police (IACP) approved SFST course, who want to become DREs and whose agencies have been approved for participation by NHTSA/IACP

### **How You Will Benefit**

- ✓ Identify the twelve indicators of drug impairment
- ✓ List the seven categories of drugs
- ✓ Define basic drug and pharmacology terms
- ✓ Earn Drug Recognition Expert (DRE) certification by successfully completing all three portions of the training program

### **What You Will Learn**

- ✓ Drug recognition
- ✓ Identify drugs of impairment
- ✓ Identify drugs by categories
- ✓ Define drug terminology (both pharmacological and "street" terms used for drugs)

**CEU's:** 0.0  
**Length:** 7.00 Day(s)  
**Tuition:** Call  
**Contact Number:** (405) 954-3112  
**Prerequisite(s):** None

## **Drug Evaluation and Classification Instructor**

HS00181B

Teaching calls for special skills that go beyond technical knowledge and subject-matter expertise. This fundamental fact applies as much to teaching the Drug Recognition Expert (DRE) training course as to any other. The DRE Instructor School introduces certified DRE's to the principles and techniques of learning and teaching, and prepares them to deliver drug evaluation and classification training.

### **Who Should Attend**

- ✓ Certified DRE's who want to become DRE Instructors

### **How You Will Benefit**

- ✓ Identify and describe the domains of learning and give examples of each
- ✓ Describe the documents and curricula that make up the PRE- and DRE-Schools
- ✓ Define the processes of teaching and learning
- ✓ Use visual aids effectively

### **What You Will Learn**

- ✓ Adult learning principles
- ✓ Methods to generate discussion and interaction
- ✓ Rules for developing visual aids
- ✓ Sound teaching practices

**CEU's:** 0.0  
**Length:** 2.00 Day(s)  
**Tuition:** Call  
**Contact Number:** (405) 954-3112  
**Prerequisite(s):** None



## **Drug Impairment Training for Educational Professionals**

HS00172B

A mounting body of data suggests that an appreciable percentage of inappropriate behavior may be due to the influence of drugs and alcohol, either alone or in combination. Estimates agree that the average professional educator will almost inevitably encounter impaired individuals from time to time. Therefore, it is important that the educator be able to recognize when he or she has encountered an impaired individual, and how to deal with this situation in the academic environment. This training is not intended to qualify participants as Drug Recognition Experts, but is intended to aid in the evaluation and documentation of those suspected of using drugs and those impaired by drugs.

### **Who Should Attend**

- ✓ This course is designed primarily for administrators, teachers, School Resource Officers, counselors, nurses, and educational trainers in the academic setting

### **How You Will Benefit**

- ✓ Define the term "drug" as it is used in the context of this course
- ✓ Explain the concept of drugs that impair in the academic environment
- ✓ List the drugs of choice within a community setting
- ✓ Explain the role of simple divided attention tests in assessing impairment
- ✓ Examine the likely effects of using various drug combinations
- ✓ Explain the importance of policies and procedures for dealing with cases involving drug-impaired individuals in a academic setting
- ✓ List the major drug categories
- ✓ Describe medical conditions and other situations that can produce similar signs of impairment
- ✓ Select appropriate procedures for dealing with drug-impaired or medically-impaired individuals

### **What You Will Learn**

- ✓ List drugs of choice within specific communities
- ✓ List seven major drug categories
- ✓ Identify drug combination effects
- ✓ Explain major drug categories
- ✓ List signs of impairment
- ✓ Define drug impairment vs. medical impairment

<b>CEU's:</b>	0.0
<b>Length:</b>	As needed by agency
<b>Tuition:</b>	Call
<b>Contact Number:</b>	(405) 954-3112
<b>Prerequisite(s):</b>	None

**Emergency Medical Services (EMS) Public Information, Education and Relations (PIER)**  
HS00187

It has been shown that the establishment and operation of an effective Emergency Medical Services (EMS) system is an effective means of diminishing injury; however, this highly sophisticated system cannot function without the public's participation. The public must understand its role in the EMS system, from the prevention of injury to proper EMS system access and bystander actions at the scene.

**Who Should Attend**

- ✓ EMS providers, public information officers, and EMS educators who are actively involved or are interested in becoming involved in conducting EMS PIER programs. This course is for EMS personnel who are likely to: 1) work with media; 2) prepare briefings for media, legislators, and community groups; and 3) conduct public education programs to a variety of audiences

**How You Will Benefit**

- ✓ Describe the operational aspects of an effective EMS system
- ✓ Explain the role of the EMS system in reducing injuries
- ✓ Acquire public support for the EMS PIER program
- ✓ Explain the role of the public in the effective operation of an EMS system
- ✓ Indicate the most effective methods for working with local media
- ✓ Prepare briefings to present to the media, legislators, or community groups
- ✓ Conduct public educational programs to a variety of target audiences
- ✓ Plan strategies for building public support through public information, education, and relations

**What You Will Learn**

- ✓ Use media relations effectively
- ✓ Explain techniques to raise public awareness
- ✓ Educate the public on EMS systems

<b>CEU's:</b>	0.0
<b>Length:</b>	As needed by agency
<b>Tuition:</b>	Call
<b>Contact Number:</b>	(405) 954-3112
<b>Prerequisite(s):</b>	None

**Emergency Medical Services (EMS) Data**  
HS00363

This workshop explores the principles, components, and steps needed to develop a state-wide EMS information system, using the uniform prehospital data set, as well as implementation factors.

Sponsored jointly by the State Emergency Medical Services (EMS) Office, the State Highway Safety Office (SHSO), and the National Highway Traffic Safety Administration (NHTSA), the workshop gives these groups and other key players a great opportunity to work and plan together for an effective statewide EMS information system.

**Who Should Attend**

- ✓ Government officials and decision makers responsible for health, safety and emergency medical services and others who are important stakeholders of EMS information

**How You Will Benefit**

- ✓ Describe the key steps in developing a state-wide EMS information system
- ✓ Determine implementation factors in the development of an EMS information system
- ✓ Explain the benefits of a state-wide EMS information system
- ✓ Brainstorm strategies with fellow participants to assist in the development of the EMS information system

**What You Will Learn**

- ✓ Conceptualize framework for developing an EMS information system
- ✓ Identify principles, components, and steps needed to create and implement a state-wide EMS information system

**CEU's:** 0.0  
**Length:** As needed by agency  
**Tuition:** Call  
**Contact Number:** (405) 954-3112  
**Prerequisite(s):** None

**Highway Safety Information System Leadership Workshop (HSIS)**  
HS00369

The purpose of Highway Safety Information System Workshop (HSIS) is to provide highway safety leaders with the information that will help them exert a leadership role in the development or improvement of their state's system for collecting, analyzing, and disseminating traffic records and other safety information.

**Who Should Attend**

- ✓ Governor's Highway Safety Representatives, Coordinators, Senior Staff and members of the state's Traffic Records Coordinating Committee who have the responsibility for determining the scope and collaboration needed to develop or improve the state's HSIS so it will support decision making processes leading to reductions in deaths, injuries, injury severity and cost

**How You Will Benefit**

- ✓ Discuss and assess the strengths and weaknesses of their HSIS
- ✓ Define what steps should be taken next

**What You Will Learn**

- ✓ Identify the current highway safety requirements and how data support them
- ✓ Identify why they must take the leadership role
- ✓ Apply the state-specific HSIS to the highway safety program
- ✓ Describe how their state system compares to the HSIS model
- ✓ Define how their state system compares to the HSIS model
- ✓ List what steps they should take next
- ✓ Explain where to find help

**CEU's:** 0.0  
**Length:** 8.00 Hour(s)  
**Tuition:** Call  
**Contact Number:** (405) 954-3112  
**Prerequisite(s):** None

## Highway Safety Program Management

HS00158

The success of a national, state, or community highway safety program often depends on how well that program is managed. This workshop teaches participants how to apply the basic concepts and principles of sound management. Participants learn what works in highway safety program management and what doesn't.

### Who Should Attend

- ✓ Relatively new state and regional highway safety program managers and others responsible for planning, implementing, conducting, and evaluating highway safety programs (persons who have one or more year's experience as program managers may also find this course useful for refresher training)

### How You Will Benefit

- ✓ Identify problems and opportunities through data analyses, literature and policy review, and program assessments
- ✓ Design and implement effective highway safety programs
- ✓ Build coalitions to enlist assistance from state agencies, community action groups, volunteers, and others who have an interest in highway safety
- ✓ Assess the effectiveness of programs
- ✓ Stimulate networking and information exchange among diverse course participants
- ✓ Manage programs effectively to ensure that objectives are met

### What You Will Learn

- ✓ Describe the highway safety problem identification
- ✓ Practice planning techniques
- ✓ Receive regulatory guidance
- ✓ Assess program evaluation techniques
- ✓ Design strategies for building coalitions
- ✓ Learn roles and responsibilities of a highway safety program manager

**CEU's:** 0.0  
**Length:** 5.00 Day(s)  
**Tuition:** Call  
**Contact Number:** (405) 954-3112  
**Prerequisite(s):** None



**Highway Safety Project Management**  
HS00150

Highway safety project managers must be experts in crisis management. They need a variety of skills to accomplish their tasks, and they must be able to deal with the technologies associated with a project. This workshop is designed to enhance project managers' skills. Time requirements can range from 2-5 days based on the topics selected for presentation. This curriculum consists of a series of stand-alone management and skill-building modules, each focusing on a specific block of knowledge.

**Who Should Attend**

- ✓ State and local project directors responsible for planning, implementing, conducting, and evaluating highway safety programs

**How You Will Benefit**

- ✓ Describe methods for ensuring quality and integrity of projects
- ✓ Explain the appropriate application of Federal, state, and local regulatory requirements
- ✓ Apply strategic planning techniques to the management of highway safety projects
- ✓ Develop project continuation plans
- ✓ Identify program funding sources

**What You Will Learn**

- ✓ Identify highway safety systems relationships
- ✓ Roles and responsibilities of project managers
- ✓ Apply problem identification techniques
- ✓ Practice strategic planning principles
- ✓ Use community assessment tools and techniques
- ✓ Use financial management practices
- ✓ Explain public information planning
- ✓ Develop techniques to improve outreach and marketing efforts
- ✓ Explain project development and implementation

**CEU's:** 0.0  
**Length:** 5.00 Day(s)  
**Tuition:** Call  
**Contact Number:** (405) 954-3112  
**Prerequisite(s):** None

**Law Enforcement Public Information Workshop**  
HS00153

Participants develop and improve skills essential to conducting an effective public communications program in their agency.

**Who Should Attend**

- ✓ The workshop is intended for law enforcement public affairs officers, field and traffic commanders, and other agency administrators who work with the media

**How You Will Benefit**

- ✓ Describe the functions of a public information officer
- ✓ Write press releases that are factual and accurate
- ✓ Conduct media interviews in a professional manner
- ✓ List the components of a public information policy
- ✓ Demonstrate the most effective methods for answering media inquiries during a crisis situation
- ✓ Develop and improve skills essential to conducting an effective public communications program in your agency

**What You Will Learn**

- ✓ Disseminate information
- ✓ Use communication principles and theories
- ✓ Use media relations
- ✓ Describe procedures for developing an effective media plan
- ✓ List crisis communication tactics

**CEU's:** 0.0  
**Length:** As needed by agency  
**Tuition:** Call  
**Contact Number:** (405) 954-3112  
**Prerequisite(s):** None

## **Instructor Development Training**

HS00181

Participants develop and improve their skills in applying the teaching-learning process and giving effective presentations. They also identify their roles and responsibilities as administrators, facilitators, and instructors of National Highway Traffic Safety Administration (NHTSA) training opportunities.

### **Who Should Attend**

- ✓ Persons actively involved in promoting traffic safety initiatives and delivering NHTSA training programs, especially at the state and regional levels

### **How You Will Benefit**

- ✓ Identify areas of effectiveness and target areas that need improvement in oral communication
- ✓ Increase your listeners' perception of your credibility
- ✓ Develop lesson plans for classroom presentations
- ✓ Design and use appropriate and powerful instructional media and visual aids
- ✓ Demonstrate your confidence as a presenter or instructor
- ✓ Apply creative training techniques in order to motivate and inspire your target audience
- ✓ Analyze the target audience and fulfill their instructional need
- ✓ Present a block of instruction in a classroom setting to NHTSA, state and local highway safety professionals

### **What You Will Learn**

- ✓ Apply adult learning principles
- ✓ Increase effective public speaking techniques
- ✓ Identify guidelines for planning and organizing a presentation
- ✓ Demonstrate methods to improve classroom management
- ✓ Apply appropriate use of instructional media
- ✓ Present team teaching techniques

**CEU's:**

0.0

**Length:**

As needed by agency

**Tuition:**

Call

**Contact Number:**

(405) 954-3112

**Prerequisite(s):**

None

**Lethal Weapon: Driving Under the Influence (DUI) Homicide**

HS00362

This course gives prosecutors the tools necessary to be sensitive to the needs of victims and the skills to be technically proficient in trial advocacy.

**Who Should Attend**

- ✓ Intermediate to experienced prosecutors and law enforcement personnel who handle DWI cases resulting in death or serious injury and want to gain up-to-date information on the latest technological developments in crash reconstruction and investigation, toxicology, and advanced trial advocacy

**How You Will Benefit**

- ✓ Apply crash reconstruction methodologies to specific cases
- ✓ Interpret evidence from technical investigations and reports
- ✓ Examine expert witnesses in vehicular homicide cases
- ✓ Present all parts of a vehicular homicide case
- ✓ Collaborate with victims and their families

**What You Will Learn**

- ✓ Examine crash reconstruction and investigation
- ✓ Analyze toxicology interpretation
- ✓ Apply advanced trial advocacy

**CEU's:** 0.0  
**Length:** As needed by agency  
**Tuition:** Call  
**Contact Number:** (405) 954-3112  
**Prerequisite(s):** None

**Managing Federal Finances and Tracking Grants**

HS00193

All programs depend on fiscal and administrative integrity to succeed. This workshop addresses techniques for managing the financial operations that are basic to any traffic safety program or project. Special emphasis is given to the Grant Management Manual.

**Who Should Attend**

- ✓ State and regional highway safety program and financial managers, or any individual with Grant Tracking System responsibilities

**How You Will Benefit**

- ✓ Use the "Grants Management Manual" to clarify and resolve questions concerning Section 402, Funding Regulations
- ✓ Apply the advanced features and control checks of the Grant Tracking System
- ✓ Describe how to use the Section 402, Performance Planning Process, and how it affects highway safety financial management
- ✓ Enter information into the Grant Tracking System
- ✓ Identify policies and issues governing highway safety plan development, implementation, and close-out

**What You Will Learn**

- ✓ Components of the Grant Tracking System
- ✓ Referencing the use of the "Grants Management Manual"
- ✓ Section 402, Performance Planning Process
- ✓ Describe Section 402, Funding Regulations
- ✓ Identify techniques for managing financial operations

**CEU's:** 0.0  
**Length:** 3.00 Day(s)  
**Tuition:** Call  
**Contact Number:** (405) 954-3112  
**Prerequisite(s):** None



## Media Skills

HS00375

Many agencies offer media skills training to their public information outreach staff, but their spokespersons have expressed a desire for additional, specialized training on how to turn difficult interviews into ones that further their agencies' traffic safety missions. The primary goal of this workshop, which was developed at the request of state highway safety leaders, is to help agency spokespersons improve their interview management skills and help agency administrators, officers and staff to work more effectively with the media through the interview process. Participants in this course will gain increased confidence in tackling challenging media interviews, conducting news events, and developing long-term relationships with local reporters to boost coverage of priority traffic safety issues.

## Who Should Attend

- ✓ This workshop is intended for administrators, public affairs officers, spokespersons from community advocacy agencies and other partnership organizations who already work with the media to promote highway safety or are likely to do so in the near future
- ✓ It is also intended for public information and public relations officers from state and local law enforcement agencies, medical providers, and others who are working on highway safety issues and regularly interact with reporters in the course of their duties

## How You Will Benefit

- ✓ Conduct effective, focused interviews in high-pressure situations
- ✓ Use interactive, fast-paced practice media interviews

## What You Will Learn

- ✓ Apply introduction techniques to participants for a number of specific skills needed to work effectively with the media, especially how to conduct effective, focused interviews in high-pressure situations
- ✓ Use Reference Manual and Tool Kit

<b>CEU's:</b>	0.0
<b>Length:</b>	1.00 Day
<b>Tuition:</b>	Call
<b>Contact Number:</b>	(405) 954-3112
<b>Prerequisite(s):</b>	None



**Mobilizing America to Buckle Up Children**  
HS00365

As part of the Presidential initiative for increasing seat belt use nationwide, National Highway Traffic Safety Administration (NHTSA) developed Mobilizing America to Buckle Up Children. The ultimate goal of this course is the reduction in the number of childhood deaths and injuries that come from riding unsecured on our streets and highways, and the reduction of the economic losses that these deaths and injuries cost all Americans. The workshop consists of five stand-alone modules and video segments which can be used individually or in any combination to fit the needs of the requesting agency.

**Who Should Attend**

- ✓ The workshop is designed for field law enforcement personnel who patrol roads, streets, and highways to enforce traffic laws, either as a primary assignment or as part of a wide array of duties. This includes municipal police officers assigned to general patrol or specialized traffic units, sheriff's deputies, state police, and highway patrol troopers

**How You Will Benefit**

- ✓ Examine statistics regarding traffic fatalities and injuries of unsecured children
- ✓ Identify methods to motivate motorists to use child safety seats and seat belts for their children
- ✓ Examine the economic losses that occur as a result of fatalities and injuries
- ✓ Develop strategies to inform the public on the importance of child seats and child restraints in saving lives
- ✓ Explain the role enforcement plays in the prevention of fatalities and injuries
- ✓ Illustrate proper ways to secure children according to weight and age

**What You Will Learn**

- ✓ Demonstrate proper installation of child safety seats
- ✓ Explain the officer's role in saving lives
- ✓ Explain child safety seat laws
- ✓ Identify appropriate enforcement actions
- ✓ Develop injury prevention strategies

<b>CEU's:</b>	0.0
<b>Length:</b>	As needed by agency
<b>Tuition:</b>	Call
<b>Contact Number:</b>	(405) 954-3112
<b>Prerequisite(s):</b>	None



## **Model Minimum Uniform Crash Criteria (MMUCC)**

HS00370

Statewide crash data are used to perform problem identification, establish goals and performance measures, determine progress of specific safety programs, and support the development and evaluation of highway and vehicle safety counter measures. Uniformity of crash data is necessary to solidify these efforts. The MMUCC workshop presents a single, complete set of data elements, definitions, and values which serve as a model in the collection of motor vehicle crash data.

### **Who Should Attend**

- ✓ Members of the state's traffic records coordinating committee and others involved in revising crash data elements or with an interest in improving their state's crash data

### **How You Will Benefit**

- ✓ Examine statewide crash data
- ✓ Apply the problem identification process to establish goals and performance measures
- ✓ Evaluate progress of specific safety programs and associated countermeasures
- ✓ Examine data elements, definitions, and values which serve as a model for motor vehicle crash data
- ✓ Compare crash data elements
- ✓ Formulate a model for uniformity of crash data

### **What You Will Learn**

- ✓ Examine methods to unify crash data
- ✓ Analyze evaluation methods and processes
- ✓ Determine crash data element criteria

**CEU's:** 0.0  
**Length:** As needed by agency  
**Tuition:** Call  
**Contact Number:** (405) 954-3112  
**Prerequisite(s):** None

## **Moving Kids Safely**

HS00371

The Moving Kids Safely in child care training is the first national training program that raises the awareness of child care professionals about child passenger safety issues. It combines the best features of existing training programs with additional contributions from many of the nation's leading child care professional organizations.

### **Who Should Attend**

- ✓ The course is designed for child care providers (i.e., administrators, licensing officials, child care health and safety consultants, camp directors, and day camp directors)

### **How You Will Benefit**

- ✓ Explain legal and ethical issues related to the compensated provider in transporting children
- ✓ Identify obvious misuses of child restraint systems according to best-practices guidelines
- ✓ Locate certified technicians in the community
- ✓ Explain the importance of reading both child safety seat and vehicle manuals
- ✓ Identify basic elements of proper child safety seat installation

### **What You Will Learn**

- ✓ Identify proper installation of child safety seats and child restraints
- ✓ Explain legal and ethical issues
- ✓ Identify child care providers' roles and responsibilities in "moving kids safely"

**CEU's:** 0.0  
**Length:** As needed by agency  
**Tuition:** Call  
**Contact Number:** (405) 954-3112  
**Prerequisite(s):** None

## **National Standardized Child Passenger Safety (CPS) Training**

HS00366

Participants receive current and accurate information regarding all aspects of CPS. They learn the basics of injury prevention, how to install safety seats correctly in vehicles, how to properly secure children in safety seats, and the procedures for conducting child safety seat clinics.

\* Note: Satisfactory completion of this course makes the participant eligible for certification as a Child Passenger Safety Technician.

### **Who Should Attend**

- ✓ Persons who will be responsible for educating and assisting the public in proper child safety seat installation and use

### **How You Will Benefit**

- ✓ Describe proper installation of child safety seats in vehicles
- ✓ Explain the basic concepts of injury prevention
- ✓ Demonstrate how to properly secure and restrain children in safety seats
- ✓ Identify the procedures for conducting child safety seat clinics (on the 4th day of class, participants complete a CPS clinic practical exercise)
- ✓ Select appropriate restraints for age and size of child
- ✓ Appraise the compatibility of seat to vehicle type

### **What You Will Learn**

- ✓ Demonstrate proper installation of car seats
- ✓ Select resources and programs for promoting proper methods of child restraint
- ✓ Demonstrate proper use of restraints
- ✓ Explain procedures used in proficiency testing

**CEU's:** 0.0  
**Length:** As needed by agency  
**Tuition:** Call  
**Contact Number:** (405) 954-3112  
**Prerequisite(s):** None

## **Preliminary Drug Evaluation and Classification** HS00172A

For law enforcement officers, the scenario is all too familiar and frustrating: a driver, suspected of impaired driving and stopped at roadside, performs poorly on the Standardized Field Sobriety Tests (SFST) but "passes" a breath-alcohol test. Is the driver impaired by drugs? And if so, what kind? This three-part course answers these and other questions.

### **Who Should Attend**

- ✓ Law enforcement officers who have successfully completed a National Highway Traffic Safety Administration (NHTSA)/ International Association of Chiefs of Police (IACP) approved SFST Course, who want to become Drug Recognition Experts (DREs) and whose agencies have been approved for participation by NHTSA/IACP

### **How You Will Benefit**

- ✓ Define basic drug terminology
- ✓ List the seven categories of drugs
- ✓ Explain the twelve steps of drug evaluation and classification
- ✓ Develop prior skills learned in the DRE Pre-school
- ✓ Evaluate drug impairment in drivers
- ✓ Identify at least three of the seven drug categories in a practical exercise evaluating drug-impaired drivers
- ✓ Acquire DRE certification by successfully completing all three parts of the course

### **What You Will Learn**

- ✓ Basic drug terminology and pharmacology
- ✓ Seven categories of drugs
- ✓ Twelve indicators of impairment

**CEU's:** 0.0  
**Length:** 2.00 Day(s)  
**Tuition:** Call  
**Contact Number:** (405) 954-3112  
**Prerequisite(s):** None

## Operation Kids

HS00367

Law enforcement officers respond to thousands of traffic crashes each year in which infants and children are injured or die. The majority of these deaths and injuries would not have occurred if the infant or child had been correctly restrained in a child safety seat and the seat correctly installed in the vehicle. This course encourages law enforcement officers to take a more personal, active role regarding their responsibilities in promoting child passenger safety through enhanced enforcement and community education efforts.

4-hour - A child passenger safety awareness program, primarily targeted to law enforcement administrators, to enlist support for enhanced child passenger safety enforcement and development of community child passenger safety programs.

8-hour - A law enforcement officer orientation including basic child passenger safety awareness, injury prevention, correct use and installation of child restraint systems, and the need for enforcement of child passenger safety laws. This one-day course provides minimum hands-on experience with child safety seats.

2-day - A technical, hands-on training program targeted to law enforcement officers. The course covers the basics of injury prevention, hands-on technical experience with correct installation, compatibility of child safety seats and vehicles, and developing child passenger safety community programs. Officers successfully completing the 2-day class receive a certificate of course completion from the International Association of Chiefs of Police (IACP).

## Who Should Attend

- ✓ This workshop is intended for law enforcement officers as a supplement to the Traffic Occupant Protection Strategies (TOPS) curriculum

## How You Will Benefit

- ✓ Identify ways the law enforcement officer can take a more personal, active role in promoting child passenger safety
- ✓ Identify resources available for child passenger safety, including information sources, materials and public assistance
- ✓ Indicate different methods for promoting child passenger safety through enhanced enforcement and community education efforts

## What You Will Learn

- ✓ Analyze child injury and fatality statistics
- ✓ Explain methods to educate the community about child passenger safety
- ✓ Identify your role in enforcement of child passenger safety laws
- ✓ Demonstrate correct installation and use of child restraints

<b>CEU's:</b>	0.0
<b>Length:</b>	As needed by agency
<b>Tuition:</b>	Call
<b>Contact Number:</b>	(405) 954-3112
<b>Prerequisite(s):</b>	None

### **Prosecuting the Drugged Driver**

HS00171

This workshop is a 4-day trial advocacy school. The first 1 1/2 days provide technical information. During the next 2 1/2 days, participants are given "cases" to prosecute. Participants are videotaped and their performance on each portion of the jury trial is critiqued to improve their trial skills. Multimedia presentations and group exercises are used extensively to encourage participant involvement in the training.

#### **Who Should Attend**

- ✓ Prosecutors who want to improve their trial advocacy skill and enhance their effectiveness in prosecuting drug-impaired driving cases

#### **How You Will Benefit**

- ✓ Explain and use technical information on detection, apprehension, investigation, and chemical testing
- ✓ Apply a broad range of appropriate sanctions
- ✓ Acquire methods of persuasion that can be applied in all portions of a jury trial

#### **What You Will Learn**

- ✓ Participate in courtroom presentation techniques
- ✓ Practice speaking skills
- ✓ Effective prosecution of drug-impaired driving cases
- ✓ Practice methods of persuasion
- ✓ Present technical information to convince a jury

**CEU's:** 0.0  
**Length:** As needed by agency  
**Tuition:** Call  
**Contact Number:** (405) 954-3112  
**Prerequisite(s):** None

### **Prosecution of Driving While Intoxicated**

HS00179

Enforcement alone won't deter alcohol-impaired driving. Competent and aggressive prosecution is also needed. This intensive trial advocacy school focuses on building the skills prosecutors need to try alcohol-impaired driving cases.

#### **Who Should Attend**

- ✓ Prosecutors who want to improve their trial advocacy skills and enhance their effectiveness in prosecuting alcohol-impaired driving cases

#### **How You Will Benefit**

- ✓ Acquire techniques to effectively persuade a jury
- ✓ Explain and use technical information on detection, apprehension, investigation, and chemical testing
- ✓ Apply a broad range of appropriate sanctions
- ✓ Discuss the role of the prosecutor in both alcohol-impaired driving cases and community safety
- ✓ Explain the use of visual aids and other resources in the courtroom

#### **What You Will Learn**

- ✓ Apply standardized field sobriety testing procedures
- ✓ Discuss pharmacology of alcohol
- ✓ Use trial techniques to include: use of technical information, effective and persuasive techniques, use of visual aids
- ✓ Explain alternative sanctions
- ✓ Explain chemical testing procedures

**CEU's:** 0.0  
**Length:** As needed by agency  
**Tuition:** Call  
**Contact Number:** (405) 954-3112  
**Prerequisite(s):** None



## **Prosecutor Faculty Development**

HS00181D

Teaching adults is not easy, especially when the adults are your peers. The instructors' challenge is to impart information and to motivate without demeaning the participants' own array of skills and experience. This workshop helps prepare prosecutors who want to become instructors. It provides information and builds skills that are valuable for teaching any subject, but focuses on highway safety issues. This 5-day workshop includes presentations, demonstrations, class exercises, and practice teaching sessions. The last 2-1/2 days are devoted to practice teaching. Instructor-trainees are videotaped and given individual feedback on their performance as prosecutor instructors.

### **Who Should Attend**

- ✓ Experienced trial prosecutors who have an interest in highway safety

### **How You Will Benefit**

- ✓ Identify techniques for trial advocacy critiquing
- ✓ Demonstrate effective teaching/presentation skills
- ✓ Develop multimedia presentations for use in the courtroom

### **What You Will Learn**

- ✓ Adult learning principles
- ✓ Techniques for speaking effectively
- ✓ Gestures to avoid
- ✓ Creative training techniques

**CEU's:** 0.0  
**Length:** As needed by agency  
**Tuition:** Call  
**Contact Number:** (405) 954-3112  
**Prerequisite(s):** None

## **Traffic Occupant Protection Strategies**

HS00184

Participants obtain information and develop skills that enable them to identify driving risks, evaluate the events of a crash to determine damage to vehicles and occupants, and describe the components of the occupant protection laws of their state. Officers are also provided with various strategies to increase occupant protection usage, including advocacy issues and managing resources.

### **Who Should Attend**

- ✓ The course is designed for state and local law enforcement officers who may or may not be involved in traffic law enforcement. The course assumes, however, that the majority of participants will be involved in traffic law enforcement

### **How You Will Benefit**

- ✓ Identify driving risks
- ✓ Evaluate the events of a crash to determine damage to vehicle and occupants
- ✓ Interpret the components of the occupant protection laws in your state
- ✓ Identify various strategies to increase occupant protection usage, including advocacy and management of resources

### **What You Will Learn**

- ✓ Identify general driving risks and driving risks for law enforcement
- ✓ List six types of crashes and crash dynamics
- ✓ Analyze cost of traffic crashes
- ✓ Discuss current air bag issues
- ✓ Identify local occupant protection issues
- ✓ Network how to work with community advocacy groups and the media
- ✓ Demonstrate correct usage of seat belts and child safety seats

**CEU's:** 0.0  
**Length:** As needed by agency  
**Tuition:** Call  
**Contact Number:** (405) 954-3112  
**Prerequisite(s):** None

### Safe Communities

HS00185

The Safe Communities Workshop promotes the development of teams representing various fields: traffic safety, public health, medical, civic organizations, industry, fire, Emergency Medical Services (EMS), law enforcement, traffic engineering, local and state government, judiciary, education, faith community, and concerned citizens who want to prevent injuries, save lives, and reduce trauma care costs where they live and work.

### Who Should Attend

- ✓ This workshop is for community teams, not for individual participants. The typical workshop serves 4-6 communities, each of which is represented by a 5-8 member team. Although community team members will have varied backgrounds and experience, they should share a common desire to make their community a safer place to drive, work, play, and live

### How You Will Benefit

- ✓ Explain the safety community concept
- ✓ Describe the basis for forming new partnerships and spreading program ownership
- ✓ Use a community assessment model for pinpointing injury problems
- ✓ Locate new sources for data collection
- ✓ Acquire a skill and knowledge base on which to build a successful injury prevention program
- ✓ Develop a sense of community ownership and an increased commitment to the injury prevention effort
- ✓ Apply "team building" and communication skills
- ✓ Develop a plan of action for implementing the program
- ✓ Select realistic performance objectives for the program

### What You Will Learn

- ✓ Describe problem identification processes
- ✓ Explain concepts of injury prevention
- ✓ Develop practical ways to enlist support of key community leaders
- ✓ List principles and techniques for implementing a safety community program
- ✓ Select practical strategies for achieving objectives

<b>CEU's:</b>	0.0
<b>Length:</b>	As needed by agency
<b>Tuition:</b>	Call
<b>Contact Number:</b>	(405) 954-3112
<b>Prerequisite(s):</b>	None

## Youth Alcohol Enforcement

HS00182

The drinking age laws and the impaired driving laws are often under enforced for youth, particularly juveniles (under age 18). This workshop will explain why enforcement is problematic with teenagers and what strategies can be employed by law enforcement officers to effectively deal with the problem. This 1 1/2 day workshop includes lectures and case studies. It relies primarily on group discussion by participants to identify factors which impede or enhance effective enforcement specific to their communities.

### Who Should Attend

- ✓ Unit commanders or other police management officials in a position to influence their department's policies and operations

### How You Will Benefit

- ✓ Explain the magnitude of youth drinking, impaired driving, and enforcement rates
- ✓ Identify the obstacles to effective enforcement
- ✓ Identify strategies to overcome enforcement obstacles
- ✓ Formulate specific actions to be taken by police management to deal with low enforcement
- ✓ Identify law enforcement's role in youth enforcement
- ✓ Identify ways to foster positive relationships between coalitions and law enforcement
- ✓ Describe examples of successful enforcement strategies
- ✓ Develop a marketing plan and implement market strategies

### What You Will Learn

- ✓ Explain youth enforcement strategies
- ✓ Analyze empirical data concerning youth alcohol and drug issues and trends
- ✓ Describe coalition building
- ✓ Explain drinking age laws and impaired driving laws
- ✓ Analyze why teen drivers are over-represented in crash statistics

<b>CEU's:</b>	0.0
<b>Length:</b>	As needed by agency
<b>Tuition:</b>	Call
<b>Contact Number:</b>	(405) 954-3112
<b>Prerequisite(s):</b>	None



## PIPELINE SAFETY

### SPONSOR

Pipeline and Hazardous Materials Safety Administration (PHMSA)

### HISTORY

The Pipeline Safety Division was established in 1972 with funding, tasking, oversight and guidance provided by the Office of Pipeline Safety (OPS). This program was implemented to assist the OPS, now within PHMSA, and the States with their pipeline safety inspection and compliance programs. A limited initial offering of one course has evolved into thirteen unique resident courses (with prerequisite computer-based training (CBT), web-based training (WBT) and modules) and twelve seminars available for on-site delivery of training. One of the program's most important objectives is to provide hands-on training for Federal and State inspectors, thus, promoting uniformity in the application of pipeline safety regulations throughout the country. The Division has partnered with stakeholders and their training managers, developing unique relationships that enhance pipeline safety training and foster consistency throughout the industry. This training is quite unique in that it is the only training of this type in the country that relates to the communication and application of the Code of Federal Regulations (CFR) for pipeline safety. There is a special effort to merge CFR requirements with industry practices so that Federal and State inspectors, as well as operators, will have a better knowledge of what is expected of them. All classes are intended for Federal and State inspectors unless industry is indicated in the title. All seminars conducted throughout the country are tailored to meet the needs of small municipal or master meter systems operators, as well as large transmission and distribution companies. For information concerning seminars, please contact local State pipeline safety offices, U. S. Department of Transportation Regional Office or the Office of Training and Qualifications at (405) 954-7219.



### CUSTOMERS

- PHMSA personnel and inspectors
- State pipeline safety inspectors, managers, and representatives
- Pipeline industry personnel

### MILESTONES/ACHIEVEMENTS

- The program has earned national and international recognition in training and continues to participate in standards organizations to unite industry and government regulations and standards.
- Trained over 71,000 participants since 1985.
- Continued participation in standards organizations and industry technical venues.
- Develops and delivers CBT/WBT training and reference materials for Federal and State personnel.
- Developed a manual and video entitled, *"Guide for Preparing Pipeline Emergency Response Plans"* for dissemination to pipeline safety personnel.
- Co-developed the *"Guidance Manual for Operators of Small Natural Gas Systems"* and a *"Training Guide for Operators of Small Liquid Pipeline Gas Systems"* for public dissemination.
- Provides ongoing technical assistance with regulations, applications, industry standards and pipeline safety initiatives.
- Established an online venue at <http://www.tsi.dot.gov/divisions/pipeline/> to provide public access to current pipeline safety documentation and other current pipeline safety initiatives and information.
- Provides lectures and training through requests from industry and regulatory organizations.



**General Pipeline Safety Awareness Course**  
PL00275

This course includes Occupational Safety and Health Administration (OSHA) training standard, hazard communication, personal protective equipment (PPE), lead-based hazards, and abatement procedures. Two days of instruction are for personnel who participate in pipeline systems fire prevention and protection. This course is conducted in conjunction with on-site fire fighting training.

**Who Should Attend**

- ✓ Anyone interested in OSHA and Hazardous Waste Operations and Emergency Response (HAZWOPER) requirements related to pipeline safety

**How You Will Benefit**

- ✓ Identify hazards when working in confined spaces
- ✓ Course includes HAZWOPER training (3 days)

**What You Will Learn**

- ✓ Review regulations
- ✓ Identify properties of hazardous materials
- ✓ List principles of toxicology
- ✓ Describe hazard communication
- ✓ Identify monitoring instruments
- ✓ Identify hazard and risk assessment
- ✓ Describe respiratory protection
- ✓ Describe confined spaces, site safety and decontamination procedures
- ✓ Describe containment, control and recovery of spills
- ✓ Describe the Incident Command System and incident termination
- ✓ Describe typical fires
- ✓ Identify chemicals used to extinguish fires
- ✓ Identify types of fire extinguishers
- ✓ Observe and describe canine demonstration

**CEU's:** 0.0  
**Length:** 5.00 Day(s)  
**Tuition:** Call  
**Contact Number:** (405) 954-7219  
**Prerequisite(s):** None

**Hazardous Liquid Pipeline Seminar (1-Day)**  
PL00282

This one-day seminar includes the rulemaking process, 49 CFR Part 195, and the layout of the significant subparts, sections, paragraphs, dates, and definitions applicable to Part 195.

**Who Should Attend**

- ✓ Anyone interested in current 49 CFR Part 195 requirements

**How You Will Benefit**

- ✓ Review 49 CFR Part 195, definitions and regulatory language

**What You Will Learn**

- ✓ Review Part 195 definitions, applicability, significant subparts and sections
- ✓ Identify and apply recent amendments and current rulemaking
- ✓ Locate and apply U. S. DOT enforcement policies, interpretations and opinions

**CEU's:** 0.0  
**Length:** 1.00 Day  
**Tuition:** Call  
**Contact Number:** (405) 954-7219  
**Prerequisite(s):** None





**Hazardous Liquid Pipeline Seminar (2-Days)**  
PL00280

This two-day seminar includes the rulemaking process, 49 CFR Part 195, layout of the significance of subparts, sections, paragraphs, dates and definitions applicable to Part 195. Time permitting, additional subjects are presented based on participant request.

**Who Should Attend**

- ✓ Anyone interested in current 49 CFR Part 195 requirements

**How You Will Benefit**

- ✓ Explain the CFRs addressing pipeline safety, the organization of 49 CFR Part 195, the definitions, and regulatory language

**What You Will Learn**

- ✓ Explain layout of the CFRs
- ✓ Apply code correctly
- ✓ Identify and apply U. S. DOT enforcement policies, interpretations, and significant opinions
- ✓ Determine operators' responsibility for compliance with Part 195

**CEU's:** 0.0  
**Length:** 2.00 Day(s)  
**Tuition:** Call  
**Contact Number:** (405) 954-7219  
**Prerequisite(s):** None



**Liquefied Natural Gas (LNG) Operations and Inspection Seminar (1-Day)**  
PL00264

This one-day seminar provides updated information on current rulemaking projects and notices for Part 193. Time permitting, additional subjects are presented based on participant request.

**Who Should Attend**

- ✓ Specific in nature and appropriate only for those individuals having LNG facilities and an interest in current 49 CFR Part 193 requirements

**How You Will Benefit**

- ✓ Identified instruction is presented on site at location specified by requesting State agency
- ✓ Identified instruction is tailored instruction to State agency's needs and problem areas

**What You Will Learn**

- ✓ Apply DOT regulations and issues specific to 49 CFR Part 193

**CEU's:** 0.0  
**Length:** 1.00 Day  
**Tuition:** Call  
**Contact Number:** (405) 954-7219  
**Prerequisite(s):** None



**Liquefied Petroleum Gas (LPG) Regulations and Code Compliance Seminar (2-Days)**  
PL00283

This two-day seminar is designed for small operations such as mobile home parks, housing authorities, master meter systems, and small municipal gas systems transporting LPG. Discussions include the properties of propane and leak detection. Time permitting, additional subjects are presented based on participant request.

**Who Should Attend**

- ✓ Operators of jurisdictional LPG systems

**How You Will Benefit**

- ✓ Interpret the requirements of 49 CFR Parts 191 and 192 as they pertain to jurisdictional LPG systems

**What You Will Learn**

- ✓ Identify practical methods and applications of leakage surveys and corrosion control system monitoring
- ✓ Locate and apply Introduction to American National Standards Institute (ANSI) and National Fire Protection Association (NFPA) 58 - Standard of the Storage and Handling of Liquefied Petroleum Gases
- ✓ Apply pipeline safety regulations of 49 CFR Part 192.11

**CEU's:** 0.0  
**Length:** 2.00 Day(s)  
**Tuition:** Call  
**Contact Number:** (405) 954-7219  
**Prerequisite(s):** None

**Regulations and Code Compliance Seminar (2-Days)**  
PL00262

This two-day seminar provides updated information on current rulemaking projects and notices for Parts 191 or 192. Time permitting, additional subjects are presented based on participant request.

**Who Should Attend**

- ✓ Anyone interested in current pipeline 49 CFR Parts 191 and 192 requirements

**How You Will Benefit**

- ✓ Identified instruction is presented on site at location specified by requesting State agency
- ✓ Identified instruction tailors topics and objectives to address State agency's needs and problem areas

**What You Will Learn**

- ✓ Apply DOT regulations and issues specific to title of seminar (CFR 49 Parts 191, 192, 193, and/or 195, as appropriate)

**CEU's:** 0.0  
**Length:** 2.00 Day(s)  
**Tuition:** Call  
**Contact Number:** (405) 954-7219  
**Prerequisite(s):** None



### Regulations Update and Small Gas Operations Seminar (2-Days)

PL00263

This seminar provides information on new rule changes and specific fundamental information utilized by small operators of small natural gas systems. Emphasis on proper use of guide materials for operators of small gas systems is covered in detail. Proper recordkeeping and properties of hydrocarbons are stressed in the seminar to better acquaint small operators with fundamental operations of gas facilities.

#### Who Should Attend

- ✓ Anyone interested in current pipeline 49 CFR Parts 191 and 192 requirements, with specific attention addressing small natural gas system needs

#### How You Will Benefit

- ✓ Identified instruction is presented on site at location specified by requesting State agency
- ✓ Identified instruction tailors topics and objectives to address State agency's needs and problem areas

#### What You Will Learn

- ✓ Apply DOT regulations and issues specific to title of seminar (CFR 49 Parts 191, 192, 193, and/or 195, as appropriate)

**CEU's:** 0.0  
**Length:** 2.00 Day(s)  
**Tuition:** Call  
**Contact Number:** (405) 954-7219  
**Prerequisite(s):** None

### Regulations Update and Workshop Seminar (3-Days)

PL00266

This three-day seminar provides updated information on current rulemaking projects and notices for Parts 191 and 192. Time permitting, additional subjects are presented based on participant request.

#### Who Should Attend

- ✓ Anyone interested in current pipeline 49 CFR Parts 191 and 192 requirements

#### How You Will Benefit

- ✓ Identified instruction is presented on site at location specified by requesting State agency
- ✓ Identified instruction tailors topics and objectives to address State agency's needs and problem areas

#### What You Will Learn

- ✓ Apply DOT regulations and issues specific to title of seminar (CFR 49 Parts 191, 192, 193, and/or 195, as appropriate)

**CEU's:** 0.0  
**Length:** 3.00 Day(s)  
**Tuition:** Call  
**Contact Number:** (405) 954-7219  
**Prerequisite(s):** None



**By Fax:** Fax your training form to the Training Division offering the course



**By Mail:** Send your training form to TSI



**By Internet:** Register by visiting our Web site at <https://www.TSI.dot.gov/srop>



**By Phone:** If paying by credit card, call the Pipeline Safety Division

### Regulations Update Seminar (1-Day)

PL00260

This one-day seminar provides updated information on current rulemaking projects and notices for Parts 191 or 192. Time permitting, additional subjects are presented based on participant request.

#### Who Should Attend

- ✓ Anyone interested in current pipeline 49 CFR Parts 191 and 192 requirements

#### How You Will Benefit

- ✓ Identified instruction is presented on site at location specified by requesting State agency
- ✓ Identified instruction tailors topics and objectives to address State agency's needs and problem areas

#### What You Will Learn

- ✓ Apply DOT regulations and issues specific to title of seminar (CFR 49 Parts 191, 192, 193, and/or 195, as appropriate)

**CEU's:** 0.0  
**Length:** 1.00 Day  
**Tuition:** Call  
**Contact Number:** (405) 954-7219  
**Prerequisite(s):** None

### Small Gas Operations Seminar (1-Day)

PL00261

This one-day seminar is designed to cover basic fundamental concepts concerning the regulations for gas pipelines as they relate to operators of small gas systems. Time permitting, additional subjects are presented based on participant request.

#### Who Should Attend

- ✓ Anyone interested in current pipeline 49 CFR Parts 191 and 192 requirements, but course specifically addresses small gas operation systems

#### How You Will Benefit

- ✓ Identified instruction is presented on-site at location specified by requesting State agency
- ✓ Identified instruction tailors topics and objectives to address State agency's needs and problem areas

#### What You Will Learn

- ✓ Apply DOT regulations and issues specific to title of seminar (CFR 49 Parts 191, 192, 193, and/or 195, as appropriate)

**CEU's:** 0.0  
**Length:** 1.00 Day  
**Tuition:** Call  
**Contact Number:** (405) 954-7219  
**Prerequisite(s):** None



## SPECIAL PROGRAMS

### SPONSOR

Special Programs is a fee-for-service division and has multiple sponsors in the Federal and industry sectors

### HISTORY

The Special Programs Division was created in 1993 as an *entrepreneurial* entity whose purpose is to provide environmental, safety, regulatory, and occupational health training and services to the Federal agencies and transportation industry. The goal is to provide training, technical assistance, and services as needed for transportation safety initiatives.

### CUSTOMERS

- Department of Defense (DoD) (Air Force, Navy, Marine Corps, Army Corps of Engineers)
- Motor Carrier Trucking Industry
- Office of the Secretary of Transportation (OST)
- Federal Aviation Administration (FAA)
- Other transportation related private industry companies

### MILESTONES/ACHIEVEMENTS

- Continue to provide Operational Risk Management training program to the DoD and developing new training for their courses
- Providing U. S. Department of Transportation (DOT) Motor Carrier Safety Regulatory Compliance courses for federal and industry participants
- Developed and provided training for the new Hours of Service law changes for the U. S. DOT Motor Carrier participants
- Designed a new U. S. DOT Motor Carrier Entrant Seminar for safety skills needed to comply with the U. S. DOT Motor Carrier Safety regulatory requirements
- Provide ongoing support to OST for distribution of training materials related to Code of Federal Regulation Part 40, Drug and Alcohol Policies
- Provide management oversight and training for the FAA which has impacted over 5,000 attendees

**Asbestos Operation and Maintenance for Class  
III Activities**  
SP00378

This course provides a hands-on and lecture approach to the physical hazards associated with asbestos in facilities and buildings.

**Who Should Attend**

- ✓ Technicians, repairmen, custodial staff, or any employee who may come in contact with asbestos
- ✓ Safety professionals, facility managers, and supervisors who will oversee employees who may be exposed to asbestos

**How You Will Benefit**

- ✓ Identify asbestos and its components
- ✓ Develop a protection plan to prevent contamination
- ✓ Implement control options and work practices for protection in the event of contamination
- ✓ Examine methods for safe asbestos removal

**What You Will Learn**

- ✓ Identify mineral types and physical characteristics of asbestos
- ✓ Distinguish asbestos identification and categorization
- ✓ Recognize asbestos cleanup and decontamination procedures
- ✓ Identify components of an Operations and Maintenance Program

**CEU's:** 0.0  
**Length:** 3.00 Day(s)  
**Tuition:** Call  
**Contact Number:** (405) 954-5000, Ext 338  
**Prerequisite(s):** None

**Drug and Alcohol Recognition Training for  
Supervisors**  
SP00081

This course enables supervisors to detect employees in safety-sensitive functions who are using alcohol and/or other drugs. Emphasis is placed on the physical, behavioral, and performance indicators of probable alcohol and/or drug use by supervisors who must make reasonable cause and suspicion determinations.

**Who Should Attend**

- ✓ Supervisors responsible for making the determination to test an employee in a DOT covered safety-sensitive transportation position

**How You Will Benefit**

- ✓ Meet the DOT regulatory requirement of sixty (60) minute supervisory training each for drugs and alcohol for all DOT Administrations, except the Federal Railroad Administration
- ✓ Define the term "drug" in the context of performance in a safety-sensitive function
- ✓ Describe the incidence of drug involvement in transportation-related incidents
- ✓ Distinguish the five DOT prohibited drugs
- ✓ Interpret observable signs and symptoms generally associated with drug use
- ✓ Explain the term "alcohol" and its use and misuse in society
- ✓ Examine the process of consumption, absorption, and elimination of alcohol in the human body
- ✓ Describe signs and symptoms of probable alcohol use

**What You Will Learn**

- ✓ Signs and symptom interpretation
- ✓ Recognition of drugs
- ✓ Recognize DOT supervisor responsibilities
- ✓ Utilize DOT Regulations

**CEU's:** 0.0  
**Length:** 4.00 Hour(s)  
**Tuition:** Call  
**Contact Number:** (405) 954-5000, Ext 338  
**Prerequisite(s):** None



## Facility System Safety

SP00079

This course provides participants with the ability to ensure that U. S. Army Corps of Engineers (USACE) system safety principles and practices are incorporated effectively into the acquisition of facilities and facility modifications.

### Who Should Attend

- ✓ Safety professionals, managers, and engineers who are responsible for monitoring design and construction of new or renovation of existing facilities

### How You Will Benefit

- ✓ Design a safe and healthful workplace for employees
- ✓ Define system safety principles, practices and goals
- ✓ Explain how system safety fits into the facility acquisition and life-cycle processes
- ✓ Prepare, review and evaluate Statement Of Work (SOW) to incorporate effective system safety components
- ✓ Collect analysis data for reporting purposes
- ✓ Evaluate system safety data for accuracy and completeness
- ✓ Develop a system safety program plan
- ✓ Conduct a risk assessment of a simulated USACE project
- ✓ Recommend hazard controls for a project

### What You Will Learn

- ✓ Identify risk assessment
- ✓ Explain system safety concepts and principles
- ✓ Define data collection and analysis
- ✓ Label components of an effective SOW
- ✓ State hazard control measures

**CEU's:** 0.0  
**Length:** 5.00 Day(s)  
**Tuition:** Call  
**Contact Number:** (405) 954-5000, Ext 323  
**Prerequisite(s):** None

## Operational Risk Management (ORM)

SP00097

This course provides attendees a thorough understanding of ORM principles, tools, and techniques. Consideration is given to key risk management concepts and ideas that apply to all areas of organizational operations, including technical training, injuries, and on and off-duty accidents.

### Who Should Attend

- ✓ Any individual designated to serve as an organizational ORM focal point, lead planners, managers, team leaders, safety professionals, or any other person requiring an in-depth knowledge of ORM

### How You Will Benefit

- ✓ Apply ORM to virtually any situation
- ✓ Develop an integration plan to apply ORM within your own organization

### What You Will Learn

- ✓ List five or six step ORM processes
- ✓ Identify hazard tools
- ✓ Use risk assessment techniques
- ✓ Identify decision-making systems
- ✓ Apply risk implementation processes
- ✓ Apply integration of ORM into daily organizational processes, and on and off-duty activities

**CEU's:** 0.0  
**Length:** 2.00 Day(s)  
**Tuition:** Call  
**Contact Number:** (405) 954-5000, Ext 338  
**Prerequisite(s):** None

### **Instructor Development (ID) Workshop**

SP00505

This highly interactive course offers a unique opportunity to increase confidence and credibility as an effective public speaker. The ID workshop addresses the application of adult learning principles to technical training delivery. Learning styles, classroom facilitation skills, questioning techniques and effective public speaking are also addressed. Techniques and principles for using and creating instructional media are demonstrated. Participants make videotaped practice presentations and then receive individual coaching and feedback.

#### **Who Should Attend**

- ✓ Individuals who present training or make presentations and want to increase their effectiveness
- ✓ New and experienced instructors

#### **How You Will Benefit**

- ✓ Improve your presentation and teaching skills
- ✓ Gain confidence in presenting
- ✓ Use movement, gestures, and body language to facilitate learning
- ✓ Create visual aids to support your instruction
- ✓ Organize and present a classroom session to your peers in a safe and comfortable environment

#### **What You Will Learn**

- ✓ Use adult learning principles and their importance in conducting effective training
- ✓ Use various learning styles and motivation techniques used when teaching adult learners
- ✓ Identify methods for organizing a presentation
- ✓ Use effective questioning techniques to facilitate adult learning
- ✓ Contrast benefits and disadvantages of multimedia
- ✓ Define strategies for handling challenging situations in the classroom

#### **What You Will Learn (Cont)**

- ✓ Design how to organize and present a practice teaching exercise using lesson plans, effective speaking techniques, and instructional media discussed in the workshop
- ✓ Develop creative training techniques to enhance the teaching and learning process
- ✓ Identify principles and methods for team teaching
- ✓ Conduct techniques to generate discussion and student interaction

<b>CEU's:</b>	0.0
<b>Length:</b>	4.50 Day(s)
<b>Tuition:</b>	Call
<b>Contact Number:</b>	(405) 954-5000, Ext 323
<b>Prerequisite(s):</b>	None



## U. S. DOT Motor Carrier Safety Compliance Course

MC00127

Instruction is provided in the application of Federal Motor Carrier Safety Regulations (FMCSR) to fleet operations. The course emphasizes the practical side of regulatory compliance from the level of regulations to the acute, critical and serious safety violations identified by the U. S. DOT Federal Motor Carrier Safety Administration. Experience with and knowledge of the FMCSR's is not a prerequisite. All materials are provided.

### Who Should Attend

- ✓ Persons within the motor carrier industry who have responsibility for administrative oversight of driver qualification files and regulatory compliance

### How You Will Benefit

- ✓ Describe how to qualify a driver
- ✓ State what documents are required in a driver qualification file
- ✓ Administer a drug and alcohol program
- ✓ Ascertain the correct amount of insurance needed by the carrier
- ✓ Interpret the hours of service requirements
- ✓ Review a record of duty status for violations
- ✓ Describe the required records for maintaining a Commercial Motor Vehicle (CMV)
- ✓ Explain the vehicle inspection process
- ✓ Differentiate between a violation and an "Out of Service" violation
- ✓ Explain acute and critical regulations

### What You Will Learn

- ✓ Participate in the performance of a vehicle inspection (actual on-site class exercise)
- ✓ Use applicable Parts, i.e., 380, 382, 383, 385, 387, 390, 391, 392, 393, 395, 396, and etc. as reference

**CEU's:** 4.0  
**Length:** 5.00 Day(s)  
**Tuition:** \$625.00  
**Contact Number:** (405) 954-5000, Ext. 323  
**Prerequisite(s):** None



**By Fax:** Fax your training form to the Training Division offering the course



**By Mail:** Send your training form to TSI



**By Internet:** Register by visiting our Web site at [www.TSI.dot.gov](http://www.TSI.dot.gov)



**By Phone:** If paying by credit card, call the Special Programs Division

**U. S. DOT Motor Carrier Safety Compliance  
Hours of Service Refresher Seminar**  
MC00128

This is a performance-based seminar presented in a traditional lecture environment in addition to student activities and completing actual "log book entries" for the practical exercises. It is designed to give you guidance or refresh your knowledge of the new Hours of Service changes in the Federal Motor Carrier Safety Regulations (FMCSR). This training provides basic yet in-depth knowledge and skill in the duties involved in Hours of Service log books and following the compliance rules, regulations, and exemptions required of the Code of Federal Regulations Title 49, Part 395, FMCSR. Previous knowledge of the FMCSR is not a prerequisite.

**Who Should Attend**

- ✓ Anyone in the motor carrier industry who has the responsibility for regulatory compliance

**How You Will Benefit**

- ✓ Identify the major FMCSR regulations and location of Part 395
- ✓ Interpret FMCSA rulings for Part 395
- ✓ Interpret the Hours of Service requirements
- ✓ Discuss the rulings of the Congress and the National Transportation Safety Board (NTSB)

**What You Will Learn**

- ✓ Calculate the Hours of Service rules presented in class
- ✓ Participate in the practical exercises to ensure the students know how to perform log verification
- ✓ Apply the proper laws and exemptions for which the industry is responsible
- ✓ Determine if the motor carrier is responsible under the 11 or 14-Hour Rule
- ✓ Log the time for the 60 and 70 Hour Rules for the identified drivers in the practical exercise
- ✓ Check validity of current record keeping of the Motor Carrier in the practical exercise

<b>CEU's:</b>	0.0
<b>Length:</b>	1.00 Day
<b>Tuition:</b>	\$99.00
<b>Contact Number:</b>	(405) 954-5000 ext. 323
<b>Prerequisite(s):</b>	None



### **U. S. DOT Motor Carrier Safety Compliance Seminar (New Entrant)**

MC00131

This seminar is designed to provide motor carrier industry personnel with skills, practices and procedures necessary to prepare for compliance reviews by Federal or state enforcement representatives. All materials are provided. Experience with and knowledge of the Federal Motor Carrier Safety Regulation's (FMCSR) is recommended. This course is designed to be tailored to fit your company's training needs. It is only offered on site to a company as a whole and is not taught to the general public on a regular basis at TSI. Please call with any questions; we will be happy to provide you with more detailed information. This 3-day course has been designed to provide regulatory compliance skills needed to comply with the U. S. DOT Motor Carrier. If you are a new motor carrier just beginning interstate operations, this course is for you.

#### **Who Should Attend**

- ✓ Anyone in the motor carrier industry who has the responsibility for regulatory compliance

#### **How You Will Benefit**

- ✓ Tailoring specific instruction to the requesting organization's needs and desired outcomes
- ✓ Identify the major Federal Motor Carrier Safety Administration Regulations (FMCSA) and their location in the regulatory guide
- ✓ Interpret FMCSA Regulations
- ✓ Interpret the Hours of Service Requirements
- ✓ Identify required records for Commercial Motor Vehicle (CMV) maintenance
- ✓ Identify "Out of Service" violations on CMV
- ✓ Explain the vehicle inspection process
- ✓ Differentiate between a violation and an "Out of Service" violation

#### **What You Will Learn**

- ✓ Use applicable Parts 382, 383, 385, 387, 390, 391, 392, 393, 395, 396, and etc. as reference
- ✓ Identify how to register and receive a U. S. DOT number from FMCSA
- ✓ Interpret the outcome if you fail the New Entrant Safety Audit
- ✓ Prepare the New Entrant Safety Audit
- ✓ Calculate the log books and review the New Hours of Service Regulations

<b>CEU's:</b>	0.0
<b>Length:</b>	3.00 Day(s)
<b>Tuition:</b>	Call
<b>Contact Number:</b>	(405) 954-5000, Ext.323
<b>Prerequisite(s):</b>	None







## TRANSIT SAFETY AND SECURITY

### SPONSOR

Federal Transit Administration (FTA)

### HISTORY

The Transit Safety and Security Division was created in 1976 to provide transit agencies with timely and professional training to ensure employees operate with high standards of safety and security while contributing toward a system of greater mobility for the American public. The division serves as the primary training provider for the FTA, Office of Safety and Security. Training is designed and routinely revised to improve the operational safety of transit service providers and promote the personal security of the riding public and transit employees.

### CUSTOMERS

- Transit industry personnel (managers, supervisors, operators)
- Transit police
- Local law enforcement
- Fire departments
- Other emergency response personnel



### MILESTONES/ACHIEVEMENTS

- Conducted first international training in Singapore and Canada in 2001
- Added 15 new classes and seminars to the curriculum in the past 6 years
- Developed the Transit Safety and Security Program (comprised of five core courses) to increase professionalism and prepare the transit workforce for the new millennium
- Partnered with the World Safety Organization to develop a certification program using Transit Safety and Security courses as required training
- Worked with Central Missouri State University to offer several division courses for college credit applicable to a safety-related degree



### Alternative Fuel Cylinder Inspection

FT00539

This course provides information on visual inspections of alternative fuel cylinders. Upon successful completion, participants may forward their final exam and further payment to the Canadian Standards Association (CSA) for certification in visual inspections of alternative fuel cylinders.

#### Who Should Attend

- ✓ Individuals who have a responsibility or job-related interest in ensuring that alternative fuel cylinders are properly inspected for visual damage; maintenance managers, supervisors, technicians, and safety personnel

#### How You Will Benefit

- ✓ Perform visual inspections of alternative fuel cylinders

#### What You Will Learn

- ✓ Certify through Canadian Standards Association (CSA)
- ✓ Identify National Fire Protection Association (NFPA)-52 Considerations
- ✓ Handle cylinders
- ✓ Identify inspection procedures
- ✓ Use inspection tools
- ✓ Use Pressure Relief Devices and valves
- ✓ Inspect cylinder defueling
- ✓ Identify alternative methods of inspection

**CEU's:** 0.0

**Length:** 1.00 Day

**Tuition:** \$115.00

**Contact Number:** (405) 954-3682

#### Prerequisite(s):

- \* Safety Evaluations of Alternative Fuels Facilities and Equipment

### Effectively Managing Transit Emergencies

FT00456

Participants learn how to develop and implement transit emergency management and response programs.

#### Who Should Attend

- ✓ All levels of managers and supervisors responsible for developing and implementing an emergency response plan; representatives of community emergency support services such as law enforcement, fire protection, Federal Emergency Management Agency (FEMA) and emergency medical responders; and State Safety Oversight Agencies

#### How You Will Benefit

- ✓ Identify your responsibilities during catastrophes
- ✓ Select and detail subordinates in accordance with emergency plan
- ✓ Organize and manage all positions during a crisis
- ✓ Develop employees and procedures during catastrophes
- ✓ Recognize personal resources for response

#### What You Will Learn

- ✓ Recognize nature of emergencies and disasters and how to manage them
- ✓ Identify how to set-up an Incident Command System (ICS) and coordinate response efforts and resources (National Incident Management System [NIMS] and National Response Plan [NRP])
- ✓ Explain management of media relations
- ✓ Use Emergency Management training
- ✓ Describe how to develop an emergency management plan
- ✓ Use acquisition management
- ✓ Identify Emergency Management concepts

**CEU's:** 0.0

**Length:** 4.00 Day(s)

**Tuition:** \$40.00

**Contact Number:** (405) 954-3682

**Prerequisite(s):** None

## Bus Collision Prevention and Investigation Seminar

FT00470

This seminar provides a condensed compilation of information taught in several of TSI's Bus Collision Investigation courses and explains the many elements and systems that play a role in contributing to the probable cause of a collision or incident. The seminar highlights how proper investigation techniques and methodologies assist in reducing liability claims and collision frequency, including some hidden and direct costs. This seminar emphasizes to management the critical need for accurately documenting evidence at the scene to better facilitate reconstruction of collisions, should litigation arise.

### Who Should Attend

- ✓ All levels of transit managers and supervisors, bus operator trainers, and investigators responsible for developing, administering, and implementing policies and procedures relating to bus collision investigation.

### How You Will Benefit

- ✓ Interpret the most current statistics in the transit industry
- ✓ Explain the role and practices of the National Transportation Safety Board (NTSB)
- ✓ Practice collision scene management



### What You Will Learn

- ✓ Show transit bus collision statistics
- ✓ Identify safety, system safety, and hazards analysis
- ✓ Explain role and practices of the NTSB
- ✓ List executive management policies and support
- ✓ Identify bus operator training and defensive driver training
- ✓ List mechanic training and preventive maintenance
- ✓ Explain employee, equipment, and service scheduling during an investigation
- ✓ Manage the media
- ✓ Document litigations and testimony
- ✓ Identify fatigue awareness
- ✓ Record documentation and reporting
- ✓ Identify safety, system safety, and hazards analysis
- ✓ Identify human resources: hiring, orientation, and training

**CEU's:** 0.0  
**Length:** 1.00 Day  
**Tuition:** None  
**Contact Number:** (405) 954-3682  
**Prerequisite(s):** None



**By Fax:** Fax your training form to the Training Division offering the course



**By Mail:** Send your training form to TSI



**By Internet:** Register by visiting our Web site at [www.TSI.dot.gov/divisions/transit/attend.aspx](http://www.TSI.dot.gov/divisions/transit/attend.aspx)

### **Crime Prevention Through Environmental Design (CPTED)**

FT00531

Crime Prevention through Environmental Design links system security concepts and initiatives to the System Safety Program Plan early in the transit life cycle. The course emphasizes and enhances industry training in incorporating such preventive measures into facilities design and operational planning. For agencies to be in compliance with the State Safety Oversight Regulation, safety and security should be incorporated into all aspects of physical and operational systems.

<b>CEU's:</b>	0.0
<b>Length:</b>	2.00 Day(s)
<b>Tuition:</b>	\$95.00
<b>Contact Number:</b>	(405) 954-3682
<b>Prerequisite(s):</b>	None

### **Who Should Attend**

- ✓ All levels of managers and supervisors, individuals, and engineers responsible for developing and implementing security programs and plans; and individuals who conduct audits and recommend, implement, and monitor corrective actions

### **How You Will Benefit**

- ✓ Explain your role and responsibilities in crime prevention
- ✓ Describe engineering systems
- ✓ Organize and manage positions towards the crime prevention through design
- ✓ Develop employee awareness in design and crime prevention

### **What You Will Learn**

- ✓ Describe architectural design and space management concepts and strategies
- ✓ Explain crime as it relates to physical environment and law enforcement
- ✓ Identify methods of reducing criminal opportunity
- ✓ Describe engineering CPTED into the transportation agency
- ✓ Use electronic, mechanical, and physical equipment and material needed to enhance security, including alarm and intrusion systems

## **Fundamentals of Bus Collision Investigation**

FT00435

Basic investigation tools and techniques relating to data collection, on-scene evidence documentation, damage and debris evidence analysis, witness interview techniques, computation of simple speed estimates, and report writing will be demonstrated.

<b>CEU's:</b>	3.6
<b>Length:</b>	4.50 Day(s)
<b>Tuition:</b>	\$50.00
<b>Contact Number:</b>	(405) 954-3682
<b>Prerequisite(s):</b>	None

### **Who Should Attend**

- ✓ All levels of transit managers and supervisors and other individuals involved in collision investigation policies and procedures, as well as on-scene investigation and follow-up reporting of transit bus collisions
- ✓ Trainers of bus operators

### **How You Will Benefit**

- ✓ Identify your responsibilities during a collision investigation
- ✓ Select and apply the correct formulas to determine minimum speed from skid marks
- ✓ Assemble the collision investigation
- ✓ Interpret skid and other types of marks on the road

### **What You Will Learn**

- ✓ Identify chain of events and contributing factors: equipment, environment and human
- ✓ Use evidence analysis, documentation, and lamp inspection
- ✓ Interpret skids and other marks on the road
- ✓ Use fundamentals of collision investigation math, review of high school algebra
- ✓ Select drag factor and how to construct a drag sled
- ✓ Use field sketching methodology and templates
- ✓ Use interview techniques, including witnesses and employees
- ✓ Assemble collision investigation documentation, checklists, report writing
- ✓ Select investigation tools
- ✓ Identify fatigue awareness and countermeasures
- ✓ Use collision scene photography
- ✓ Determine the drag factor, grade, curve, radius, field sketching, and measurement
- ✓ Ascertain variances for grades, super-elevation, and faulty brakes

### **Instructor's Course in Bus Operator Training**

FT00429

This instructor-led course provides the U. S. DOT standardized training program that can be conducted by any transit service provider to train qualified, professional bus operators. Instructors are trained in presentation and creative learning techniques, facilitation methods, and adult learning principles for teaching operators skills in vehicle operations, emergency management, and customer relations. Upon completion of this course, instructors are certified by the U. S. DOT to train bus operators.

#### **Who Should Attend**

- ✓ Safety managers and supervisors, training managers, and driver trainers

#### **How You Will Benefit**

- ✓ Apply the fundamentals of adult learning principles
- ✓ Practice facilitation skills
- ✓ Practice making public presentations
- ✓ Select the best multimedia techniques to enhance a presentation

#### **What You Will Learn**

- ✓ Practice instructional strategies to accommodate various training environments
- ✓ Apply adult learning principles
- ✓ Identify delivery styles and methods, training aids, using multimedia equipment
- ✓ Use facilitation skills, the art of questioning, managing class participation
- ✓ Apply team teaching
- ✓ Practice training strategies, the training environment, and class configuration

**CEU's:** 0.0  
**Length:** 4.00 Day(s)  
**Tuition:** \$100.00  
**Contact Number:** (405) 954-3682  
**Prerequisite(s):** None

### **Safety Evaluations of Alternative Fuels Facilities and Equipment**

FT00460

This course provides awareness and training in conducting safety evaluations for alternative-fueled vehicles, support equipment, and facilities using Compressed Natural Gas (CNG), Liquefied Natural Gas (LNG), hydrogen, fuel cells, propane, ethanol, electricity, bio-diesel, and hybrid electric.

#### **Who Should Attend**

- ✓ All levels of managers and supervisors and other individuals who plan to or already utilize alternative fuels; bus operators and mechanics

#### **How You Will Benefit**

- ✓ Explain responsibilities during the use of alternative fuels and vehicles
- ✓ Describe alternative fueled equipment components
- ✓ Develop employees to be comfortable in working with the new fuels

#### **What You Will Learn**

- ✓ Describe alternative fuel benefits and fuel issues
- ✓ Explain properties and associated hazards
- ✓ Use safety and risk fundamentals
- ✓ Explain health effects and dangers
- ✓ Identify static electricity, site conditions, tanks and cylinders, and hazardous incidents

**CEU's:** 0.0  
**Length:** 3.00 Day(s)  
**Tuition:** \$50.00  
**Contact Number:** (405) 954-3682  
**Prerequisite(s):** None



## **Intermediate Problems in Bus Collision**

### **Investigation**

FT00472

This course involves an intensive and extensive calculation of complex speed estimates and mathematical formulas including time and distance relationships. Participants will employ advanced collision investigation techniques and methodologies to identify and analyze skid marks, enhance photographic documentation, and identify contributing factors to injuries and damage as they relate to speed in pedestrian and motorcycle collisions. The participants should gain competency in recommending and implementing safety improvements to prevent and reduce collisions including property damage, injuries, and litigation.

**CEU's:** 0.0  
**Length:** 4.50 Day(s)  
**Tuition:** \$45.00  
**Contact Number:** (405) 954-3682  
**Prerequisite(s):**

\* Fundamentals of Bus Collision Investigation

### **Who Should Attend**

- ✓ Individuals tasked with assembling the documentation from all sources or systems of the organization, assessing contributing factors, and determining probable cause; all levels of managers and supervisors; and trainers of bus operators

### **How You Will Benefit**

- ✓ Perform your responsibilities during a collision investigation
- ✓ Select and apply the correct formulas to determine speed from vaults, flips, and falls
- ✓ Assemble the collision investigation
- ✓ Participate in a simulated collision field exercise

### **What You Will Learn**

- ✓ Combine speed estimates from skids
- ✓ Calculate speed estimates from skids on consecutive surfaces and simultaneous surfaces
- ✓ Calculate speed (miles per hour) and velocity (feet per second) conversions
- ✓ Calculate collisions with motorcycles and/or pedestrians and speed estimates
- ✓ Assemble investigation and case preparation
- ✓ Participate in simulated court trial (plaintiffs, defendants, legal representation, bailiff, and judge), case presentation, and testimony

## Substance Abuse Management and Program Compliance

FT00465

This course is designed as an evaluation and self-assessment of the participant agency's substance abuse program and its compliance with Federal Transit Administration (FTA) regulations. Participants are invited to bring along the substance abuse policies of their agencies for self-examination. The course involves lecture and group discussion and time is allowed for participants to evaluate their programs and ask questions. This course fosters a better understanding of FTA substance abuse compliance regulations and their application to transit agency policies and procedures. Participants who successfully complete this course are eligible for 14.5 Professional Development Hours through the Employee Assistance Certification Commission.

### Who Should Attend

- ✓ Substance abuse program managers, human resource managers, safety managers, state DOT representatives, and third-party contractors

### How You Will Benefit

- ✓ Describe responsibilities in regards to FTA substance abuse management rules and regulations
- ✓ Interpret the audit process and common deficiencies
- ✓ Organize and manage employee records

### What You Will Learn

- ✓ Describe the audit process and common deficiencies
- ✓ Use contractor oversight, checklist review, and action plan
- ✓ Organize drug testing procedures, specimen collection, prescriptions and over-the-counter medications, Medical Review Officer Procedures, Department of Health and Human Services certified labs, checklist review, and action plan
- ✓ Describe procedures for substance abuse professionals

### What You Will Learn (Cont)

- ✓ Use recordkeeping, record retention and maintenance, negative tests, information disclosure, reporting, checklist review, and action plan
- ✓ Identify testing categories, pre-employment, reasonable suspicion, post-collision, random, return-to-duty, follow-up, checklist review, and action plan
- ✓ Organize training requirements, safety sensitive employees, and supervisors' reasonable suspicion
- ✓ Identify available technical assistance materials
- ✓ Use required policy content and communication
- ✓ Interpret alcohol testing procedures, breath test, saliva test, checklist review, and action plan

<b>CEU's:</b>	0.0
<b>Length:</b>	2.50 Day(s)
<b>Tuition:</b>	\$25.00
<b>Contact Number:</b>	(405) 954-3682
<b>Prerequisite(s):</b>	None

## **Threat Management and Emergency Response to Bus Hijackings Seminar**

FT00463

Participants will learn how to respond to acts of terrorism, including workplace violence, and how to develop and implement plans and procedures for responding to hijackings. Participants will learn how to gain access to a bus and resolve the incident with minimal public endangerment. Bombs, terrorist activities, and implementation of emergency procedures will be addressed. Two seminars are conducted at the host site due to participation of emergency responders.

**CEU's:** 0.0  
**Length:** 1.00 Day  
**Tuition:** \$0.00  
**Contact Number:** (405) 954-3682  
**Prerequisite(s):** None

### **Who Should Attend**

- ✓ All levels of managers and supervisors and individuals responsible for developing, administering, and implementing emergency response plans for transit bus hijackings; Federal, state and local officials; community law enforcement personnel, and emergency responders

### **How You Will Benefit**

- ✓ Describe your responsibilities during a bus hijacking
- ✓ Select and detail subordinates in procedural response (on and in bus)
- ✓ Organize and manage positions for response to the crisis
- ✓ Develop employee relations with other agencies
- ✓ Identify strategies and techniques to prevent hijacking incidents

### **What You Will Learn**

- ✓ Identify bombs, chemical, biological, or radiological threats, history, and trends
- ✓ Identify flaws in facility design and operations
- ✓ Develop an emergency response plan
- ✓ Plan a systematic response; gain access to a bus (stopped or in motion)
- ✓ Manage the media



### Threat Management and Emergency Response to Rail Hijackings Seminar

FT00532

Participants will learn how to respond to acts of terrorism, including workplace violence, and how to develop and implement plans and procedures for responding to hijackings. Participants will learn how to gain access to a rail vehicle and resolve the incident with minimal public endangerment.

Bombs, terrorist activities, and implementation of emergency procedures will be addressed. Two seminars are conducted at the host site due to participation of emergency responders.

#### Who Should Attend

- ✓ All levels of managers and supervisors and individuals responsible for developing, administering, and implementing emergency response plans for transit rail hijackings; Federal, state and local officials; community law enforcement personnel, and emergency responders

#### How You Will Benefit

- ✓ Describe your responsibilities during a rail hijacking
- ✓ Identify strategies and techniques to prevent hijacking incidents
- ✓ Select and detail subordinates in procedural response (on and in train)
- ✓ Organize and manage positions during emergencies
- ✓ Describe effective methods to handle media and emergencies
- ✓ Develop employee relations with other agencies

#### What You Will Learn

- ✓ Identify bombs, chemical, biological, or radiological threats, history, and trends
- ✓ Identify flaws in facility design and operation
- ✓ Develop an emergency response plan
- ✓ Plan a systematic response; gain access to a rail car (stopped and in motion)
- ✓ Manage the media

<b>CEU's:</b>	0.0
<b>Length:</b>	1.00 Day
<b>Tuition:</b>	\$0.00
<b>Contact Number:</b>	(405) 954-3682
<b>Prerequisite(s):</b>	None



## **Transit Bus System Safety**

FT00533

This course presents a formalized, standardized approach to bus system safety concepts and program plans. Participants will receive instruction and guidance in developing and implementing a transit bus System Safety Program Plan which is critical to bus system safety.

### **Who Should Attend**

- ✓ All levels of managers and supervisors who work in the process of safety program plans; design engineering and construction and technology vendors; and transit consultants and auditors

### **How You Will Benefit**

- ✓ Explain how to create a system safety program plan
- ✓ Identify the concepts of system safety
- ✓ Select and train personnel
- ✓ Identify the role of technology in system safety

### **What You Will Learn**

- ✓ Use best practices in prevention of passenger incidents and vehicle collisions
- ✓ Identify behavioral safety concepts, as well as safety awareness and management
- ✓ Select vehicle and facility design, operation security, technology, selection, and maintenance
- ✓ Analyze collision data tracking and trend and/or hazard analysis, including the solution to some of those problems

**CEU's:** 0.0  
**Length:** 4.50 Day(s)  
**Tuition:** \$110.00  
**Contact Number:** (405) 954-3682  
**Prerequisite(s):** None

## **Transit Explosives Incident Management Seminar**

FT00438

This seminar demonstrates how to prepare for and initially respond to acts of terrorism, implement a plan and procedures to respond to an explosive incident, and manage an incident and the media. Participants are trained in general security awareness in the transit environment, how to identify flaws in facility or vehicle design, and how to discourage criminal activity. Two seminars are conducted at the host site; afternoon on the first day and morning on the next day to encourage agency participation.

### **Who Should Attend**

- ✓ All employees who may respond to bomb threats in the transit environment; representatives of community emergency support services such as law enforcement, fire protection, Federal Emergency Management Agency (FEMA), and emergency medical responders

### **How You Will Benefit**

- ✓ Explain your responsibilities in an explosion incident
- ✓ Identify explosive components
- ✓ Organize and manage emergencies; Incident Command System (ICS) and coordination of response efforts and resources (National Incident Management System [NIMS] and National Response Plan [NRP])
- ✓ Develop employee skills

### **What You Will Learn**

- ✓ Identify vulnerability, potential threats to transit systems, and terrorist tactics
- ✓ Identify explosive components
- ✓ Search for explosives and secondary devices
- ✓ Develop and review explosives incident plans and evacuation procedures
- ✓ Manage the media

**CEU's:** 0.0  
**Length:** 5.00 Hour(s)  
**Tuition:** \$0.00  
**Contact Number:** (405) 954-3682  
**Prerequisite(s):** None

### Transit Industrial Safety Management

FT00457

The purpose of this course is to develop, implement and maintain an industrial safety management program following Occupational Safety and Health Administration (OSHA) principles and guidelines for the transit workplace: transit facilities, office, maintenance shop, yard, platforms, passenger shelters, on-board vehicles, equipment, etc. Emphasis is on human factors (fatigue, workplace violence, operator assault, medical and health risks), proactive policies, identification of hazards and unsafe practices, hazard controls and resolution, documentation, employee training requirements, and management of a workplace safety program.

#### Who Should Attend

- ✓ All levels of managers and supervisors responsible for developing and implementing workplace safety programs, policies, and procedures; conducting safety inspections and audits; and recommending corrective action
- ✓ Individuals tasked with the responsibility of maintaining a safe, non-hazardous work environment on a daily basis

#### How You Will Benefit

- ✓ Identify your responsibilities regarding OSHA principles and guidelines
- ✓ Receive a thirty hour (30-hour) OSHA training card
- ✓ Organize and manage training and audit records

#### What You Will Learn

- ✓ Use accident and incident investigation techniques
- ✓ Identify Hazardous Materials, Hazardous Communications, Material Safety Data Sheets
- ✓ Use lock-out and tag-out and/or fire protection measures
- ✓ Maintain recordkeeping, describe loss control
- ✓ List fatigue awareness, ergonomics, workplace violence, confined spaces
- ✓ Identify industrial hygiene, bloodborne pathogens

#### What You Will Learn (Cont)

- ✓ List flammable and combustible liquids
- ✓ Identify walking and working surfaces, slips, trips, and falls
- ✓ Develop emergency plans and evacuation
- ✓ Handle materials, hand and power tools
- ✓ Wear personal protective equipment, respirators, hearing protection
- ✓ Identify electrical, safeguarding machinery, welding and brazing
- ✓ Prepare for site inspection and audit guidelines; informal site audit

<b>CEU's:</b>	0.0
<b>Length:</b>	4.00 Day(s)
<b>Tuition:</b>	\$50.00
<b>Contact Number:</b>	(405) 954-3682
<b>Prerequisite(s):</b>	None



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## Transit Rail Incident Investigation

FT00430

This course is an introduction to transit rail, terminology, systems (operations, mechanical, track, signal and control, human factors) functionality and their failure modes, accident investigation procedures and tools in support of a System Safety Program Plan and the State Safety Oversight Regulation. Course includes training in the following areas: application of investigative procedures and documentation, photographic documentation, conducting interviews, interfacing with the media, preparation of a written report, determination of contributing factors, probable cause, and recommendations to prevent future occurrences.

### Who Should Attend

- ✓ All levels of managers and supervisors responsible for developing and implementing accident and incident investigation policies and procedures, System Safety Program Plans, Corrective Action Plans, and accident investigation and analysis

### How You Will Benefit

- ✓ Define your responsibilities as a rail person
- ✓ Identify rail components
- ✓ Organize and manage accidents and incidents
- ✓ Develop employees
- ✓ Determine factors that contribute to rail accidents and incidents

### What You Will Learn

- ✓ Identify system safety, terms and definitions
- ✓ Use systems approach to accident investigation including types of investigations and the notification process
- ✓ Organize information collection processes for both on-site and off-site accidents/incidents
- ✓ Perform accident analysis, fact-finding, and analytical techniques; identify relationships
- ✓ Identify procedures for the recovery and security of vital evidence
- ✓ Use investigation tools and techniques

**CEU's:** 0.0  
**Length:** 4.50 Day(s)  
**Tuition:** \$85.00  
**Contact Number:** (405) 954-3682  
**Prerequisite(s):** None



### Transit Rail System Safety

FT00439

This course provides an explanation of State Oversight Rule 49 CFR Part 659, compliance with its requirements and implementation relative to new starts and expansions of service. In-depth study of hazards analysis and its implication throughout the system life cycle, from planning and design through construction, implementation of revenue service, and disposition are included. It correlates the System Safety Program Plan to performing and proactively using the results of an internal safety audit program, investigating accidents and unacceptable hazardous conditions, developing Corrective Action Plans, hazard resolution and tracking for effectiveness.

<b>CEU's:</b>	0.0
<b>Length:</b>	4.50 Day(s)
<b>Tuition:</b>	\$110.00
<b>Contact Number:</b>	(405) 954-3682
<b>Prerequisite(s):</b>	None

#### Who Should Attend

- ✓ All levels of transit managers and supervisors, design engineering and construction and technology vendors, transit consultants and auditors, Federal and state safety personnel, and State Safety Oversight Agency representatives

#### How You Will Benefit

- ✓ Explain your responsibilities in rail system safety
- ✓ Describe personal safety issues
- ✓ Select and detail subordinates in the use of system safety procedures
- ✓ Organize and manage positions throughout system in safety
- ✓ Develop employees' safety awareness

#### What You Will Learn

- ✓ Identify system safety program dynamics and analysis
- ✓ Use 49 CFR 659 State Safety Oversight Rule; the role and tools of the oversight agency
- ✓ Describe hazard identification, severity, resolution, and probability assessment
- ✓ Explain system safety in transit rail acquisitions and operations
- ✓ Develop internal safety audit process
- ✓ Identify hazardous condition investigation
- ✓ Develop Corrective Action Plans



## **Transit System Safety**

FT00464

This course promotes understanding and implementation of the system safety concept: people, procedures, facilities, and environment. It studies organizational relationships, including coordination across functions and departments, and the impact on the safety department. The application steps necessary to develop and implement a System Safety Program Plan, use both engineering and behavioral safety approaches.

### **Who Should Attend**

- ✓ All levels of managers and supervisors tasked with developing and implementing System Safety Program Plans, identifying unsafe acts and flaws in vehicle and facility design during design, procurement, and construction phases; state and Federal safety personnel; State Safety Oversight Agency personnel; transit safety consultants; and safety technology vendors

### **How You Will Benefit**

- ✓ Explain the concepts of system safety
- ✓ Recognize system safety analyses
- ✓ Develop and manage a System Safety Program plan

### **What You Will Learn**

- ✓ Explain transit safety responsibility
- ✓ Recognize system safety as a management process
- ✓ Document the System Safety Program
- ✓ Develop a System Safety Program Plan for transportation operations

**CEU's:** 0.0  
**Length:** 2.00 Day(s)  
**Tuition:** \$35.00  
**Contact Number:** (405) 954-3682  
**Prerequisite(s):** None

## **Transit System Security: Design Review**

FT00538

This course is designed to aid transit safety and security personnel who need to have a proactive impact on the design review process during design and construction of new facilities, new starts, rehabilitation of existing facilities, or extensions to current systems. This will allow for the reduction of crime and improvement of employee and customer security. It is recommended this course follow FT00432, Transit System Security.

### **Who Should Attend**

- ✓ General managers, safety directors, human resource and risk management personnel, operations and maintenance personnel, transit security and law enforcement personnel, transit procurement, transit consultants, state safety oversight personnel, security technology vendors, and state and Federal safety and security personnel

### **How You Will Benefit**

- ✓ Identify security problems within a project
- ✓ Review contract documents
- ✓ Identify design and development phases

### **What You Will Learn**

- ✓ Identify the project's big picture
- ✓ Identify security within the project
- ✓ Review security certification process
- ✓ Explain roles and responsibilities in security
- ✓ Review contract documents
- ✓ Solicit Project Management view of security
- ✓ Identify the value in value-engineering
- ✓ Review basis of design-project requirements
- ✓ Review preliminary design
- ✓ Use design development phases
- ✓ Coordinate final design phase and bidding
- ✓ Identify effective design reviews
- ✓ Use construction and closeout
- ✓ List types of contracts

**CEU's:** 0.0  
**Length:** 3.00 Day(s)  
**Tuition:** \$40.00  
**Contact Number:** (405) 954-3682  
**Prerequisite(s):** None

### Transit System Security

FT00432

This course provides participants with a uniform format for developing and implementing security policies and procedures through a System Security Program Plan with crime prevention as the major component. Included are basic security terms, the five steps in threat and vulnerability identification, and the resolution process.

#### Who Should Attend

- ✓ Individuals responsible for developing and implementing System Security Program Plans and enforcement of security procedures; transit insurance providers; transit security and law enforcement personnel; and State Safety Oversight Agencies

#### How You Will Benefit

- ✓ Identify your responsibilities in transit security
- ✓ Identify security systems and components
- ✓ Organize and manage security issues
- ✓ Develop security employees
- ✓ Develop a System Security Program Plan
- ✓ Manage special security issues and security staffing

#### What You Will Learn

- ✓ Identify crime reduction measures
- ✓ List basic security terminology
- ✓ Identify security responsibility, policies and procedures, proactive security activities, threat and vulnerability analysis, and pre-incident indicators
- ✓ Use proactive procurement
- ✓ Use resources to reduce crime and improve passenger and employee security
- ✓ Recognize and assess risk factors in the transit environment to include: chemical, biological, and nuclear threats, terrorist acts, vandalism, gang activity, fare evasion, and workplace violence

#### What You Will Learn (Cont)

- ✓ Build security into the design and construction of transit facilities
- ✓ Mobilize resources to assure a rapid, controlled and predictable response and resolution
- ✓ Establish a security force
- ✓ List five steps in threat and vulnerability identification

<b>CEU's:</b>	0.0
<b>Length:</b>	4.50 Day(s)
<b>Tuition:</b>	\$45.00
<b>Contact Number:</b>	(405) 954-3682
<b>Prerequisite(s):</b>	None



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## A

absorption, 72  
 Advanced Aircraft Accident Investigation, 16  
 Advanced Rotorcraft Accident Investigation, 17  
 aerodynamics, 17, 31  
 aeronautical, 15, 26, 30  
 AFIS, 18  
 AFMAN, 37  
 aggressive, 60  
 Air Transportation of Hazardous Materials, 34  
 airborne, 18  
 Aircraft Accident Investigation First Responder Seminar, 18  
 Aircraft Cabin Safety Investigation, 19  
 airline, 37  
 airspace, 18, 30  
 airway, 26, 29  
 airworthiness, 16, 17, 23  
 alarm, 82  
 alcohol, 46, 48, 60, 63, 72, 75, 86  
 alcohol-impaired, 60  
 algebra, 83  
 Alliance, 31  
 all-metal, 24  
 Alternative Fuel Cylinder Inspection, 80  
 alternative-fueled, 84  
 amateur-built, 24  
 ANSI, 68  
 approach, 9, 15, 21, 22, 25, 28, 30, 72, 89, 91  
 architectural, 82  
 Area Navigation (RNAV) Approach Construction (Automated) (AVN), 20  
 Area Navigation (RNAV) Approach Construction (Manual), 21  
 Army, 5, 71  
 Asbestos, 72  
 Asbestos Operation and Maintenance for Class III Activities, 72  
 ASPM, 22  
 assault, 90  
 Assemble, 83, 85  
 audio-visual, 8  
 audit, 27, 28, 86, 90, 92  
 auditors, 27, 89, 92  
 Automation, 26  
 Aviator, 31  
 avionics, 16  
 AVN, 18, 20, 26, 29, 30

## B

bailiff, 85  
 Barometric, 21  
 Basic Aircraft Accident Investigation, 17, 23, 25  
 behavior, 45, 48  
 behavioral, 72, 89, 93  
 bicycle, 43, 44  
 bio-diesel, 84  
 biological, 87, 88, 94  
 bloodborne, 37, 90  
 bomb, 11, 89  
 bone yard, 23  
 brakes, 83  
 brazing, 90  
 breath-alcohol, 47, 58  
 bus, 11, 81, 83, 84, 85, 87, 89

Bus Collision Prevention and Investigation Seminar, 81

## C

cabin safety, 19  
 Canadian Standards Association, 80  
 Cargo, 33, 35  
 Cargo Tank Regulatory Compliance, 35  
 Center for Disease Control, 37  
 Commercial Motor Vehicle, 75, 77  
 Community Bicycle Safety Course for Law Enforcement, 44  
 Compressed Natural Gas, 84  
 Conducting Complete Traffic Stops, 45  
 CPS, 58  
 CPTED, 82  
 Crash Outcome Data Evaluation System (CODES), 45  
 crashworthiness, 17, 23, 31  
 Crime Prevention through Environmental Design (CPTED), 82

## D

decontamination, 66, 72  
 Department of Defense, 5, 15, 33, 71  
 Department of Transportation, 5, 22, 65, 71  
 DoD, 71  
 drag sled, 83  
 Drug and Alcohol Recognition Training for Supervisors, 72  
 Drug Evaluation and Classification, 47, 58  
 Drug Evaluation and Classification Instructor, 47  
 Drug Impairment Training for Educational Professionals, 48  
 Drug Recognition Experts, 47, 48, 58  
 drug-impaired, 48, 58, 60  
 DWI, 46, 54

## E

Effectively Managing Transit Emergencies, 80  
 Emergency Medical Services (EMS) Data, 50  
 Emergency Medical Services (EMS) Public Information, Education and Relations (PIER), 49  
 entrepreneurial, 71  
 Experimental Aircraft, 5, 24  
 Experimental Aircraft Accident Investigation, 24

## F

FAA Safety Team, 22  
 Facility System Safety, 73  
 Federal Aviation Administration, 5, 8, 15, 16, 19, 20, 21, 22, 23, 26, 29, 30, 31, 32, 41, 71  
 Federal Bureau of Investigation, 33  
 Federal Emergency Management Agency, 80, 89  
 Federal Transit Administration, 5, 79, 86  
 fee-for-service, 71  
 Flight Procedures Office Training Course, 24  
 Fundamentals of Bus Collision Investigation, 83, 85

## G

General Awareness for Hazardous Materials Responders, 35  
 General Pipeline Safety Awareness Course, 66

## H

Hazardous Liquid Pipeline Seminar (1-Day), 66  
Hazardous Liquid Pipeline Seminar (2-Day), 67  
Hazardous Materials Compliance and Enforcement, 36  
HAZWOPER, 66  
Highway Safety Information System, 50  
Highway Safety Information System Leadership Workshop (HSIS), 50  
Highway Safety Program Management, 51  
Highway Safety Project Management, 52  
Human Factors in Aircraft Accident Investigation, 25

## I

Infectious Substances, 33, 37  
Instructor Development (ID) Workshop, 74  
Instructor Development Training, 53  
Instructor Training  
    Hazardous Materials Transportation Modules, 36  
Instrument Approach Procedures, 20, 21, 26  
Instrument Approach Procedures Automation (IAPA), 20, 26  
Intermediate Problems in Bus Collision Investigation, 85  
Internal Evaluation Program (IEP) for Evaluators, 27  
Internal Evaluation Program (IEP) For Managers, 28  
International Air Transport Association, 33, 37  
International Association of Chiefs of Police, 59  
International Civil Aviation Organization, 33, 34, 37  
International Maritime Dangerous Goods, 33, 38  
Introduction to Aeronautical Charts, 26

## L

Law Enforcement Public Information Workshop, 52  
Lethal Weapon  
    Driving Under the Influence (DUI) Homicide, 54  
Liquefied Natural Gas, 67, 84  
Liquefied Natural Gas (LNG) Operations and Inspection Seminar (1-Day), 67  
Liquefied Petroleum Gas, 68  
LNAV, 20  
LPV, 20

## M

Managing Federal Finances and Tracking Grants, 54  
map, 8  
Marine Corps, 71  
Media Relations in Aircraft Accident Investigation, 30  
Media Skills, 55  
Military Airlift of Hazardous Materials, 33, 37  
MMUCC, 57  
Mobilizing America to Buckle Up Children, 56  
Model Minimum Uniform Crash Criteria (MMUCC), 57  
Motor Carrier, 11, 41, 71, 75, 76, 77  
Moving Kids Safely, 57

## N

National Airspace System, 24, 26  
National Fire Protection Association, 35, 68, 80  
National Highway Traffic Safety Administration, 5, 43, 46, 47, 50, 53, 56  
National Standardized Child Passenger Safety (CPS) Training, 58

National Transportation Safety Board, 15, 19, 23, 24, 30, 76, 81

## O

Occupational Safety and Health Administration, 22, 37, 66, 90  
Office of Pipeline Safety, 65  
Office of the Secretary of Transportation, 71  
Operation Kids, 59  
Operational Risk Management, 71, 73  
Operational Risk Management (ORM), 73  
Overview of Flight Procedures Development, 30

## P

Partnerships, 3, 5  
Performance Oriented Packaging, 33, 39  
photography, 23, 83  
Pipeline and Hazardous Materials Safety Administration, 65  
Prosecuting the Drugged Driver, 60  
Prosecution of Driving While Intoxicated, 60  
Prosecutor Faculty Development, 61

## R

Regulations and Code Compliance Seminar (2-Day), 68  
Regulations Update Seminar (1-Day), 70  
Research and Innovative Technology Administration, 5  
RNAV, 20, 21  
Rotorcraft Accident Investigation, 17, 31

## S

Safe Communities, 62  
Safety Evaluations of Alternative Fuels Facilities and Equipment, 80, 84  
Small Gas Operations Seminar (1-Day), 70  
Specialized Hazardous Materials  
    Cylinders, 39  
    Explosives, 40  
    Radioactive Materials, 41  
Standardized Field Sobriety Tests, 46, 47, 58  
State Highway Safety Office, 50  
Substance Abuse Management and Program Compliance, 86

## T

TERPs, 20, 26, 29  
Threat Management and Emergency Response to Bus Hijackings Seminar, 87  
Threat Management and Emergency Response to Rail Hijackings Seminar, 88  
Traffic Occupant Protection Strategies, 59, 61  
Train-the-trainer, 9  
Transit Bus System Safety, 89  
Transit Explosives Incident Management Seminar, 89  
Transit Industrial Safety Management, 90  
Transit Rail Incident Investigation, 91  
Transit Rail System Safety, 92  
Transit System Safety, 93  
Transit System Security, 93, 94  
Transportation of Hazardous Materials, 41, 42  
Transportation of Hazardous Materials (Recurrent), 42  
Turbine Engine, Aircraft Accident Investigation, 32



**U**

U. S. Army Corps of Engineers, 73  
U. S. DOT Motor Carrier Safety Compliance Hours of Service  
Refresher Seminar, 76  
U. S. DOT Motor Carrier Safety Compliance Seminar (New  
Entrant), 77  
U. S. Postal Service, 37

**V**

VNAV, 20

**Y**

Youth Alcohol Enforcement, 63